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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 15, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84055207081?pwd=Wi9ZMDFfW8vMHVQdE1pQ2swRVpOZz09>

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

Meeting ID: 840 5520 7081

Passcode: 783709

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 approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Work Session – April 24, 2024 at 5:30 p.m. Pg. 5
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – June 5, 2024 at 6:30 p.m.
 - 2) Regular Session – June 19, 2024 at 6:30 p.m.
 - 3) Joint Work Session with Planning & Zoning Commission – Wednesday June 26, 2024 at 5:30 p.m.
 - c) **Possible approval of Resolution 2024-1140 a Resolution of the Town of Camp Verde, Arizona, Mayor and Common Council, designating the Chief Fiscal Officer for officially submitting the fiscal year 2025 Expenditure Limitation Report to the Arizona Auditor General.** Staff Resource: Finance Director Michael Showers Pg. 7
 - d) **Possible adoption of amended Town Personnel Manual.** Staff Resource: Human Resources Director Julia Kaiser Pg. 9
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any

matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation.
7. **Special Announcements and Presentations:** No Presentations
8. **Presentation and discussion of First Quarter 2024 Parks & Recreation Commission report.** Staff Resource: Dave Grondin, Parks & Recreation Chairperson Pg. 103
9. **Discussion, consideration and possible approval of Ordinance 2024-A492, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 17 – Public Services to the Town Code and adopting by reference.** Staff Resource: Utilities Director Jeff Low Pg. 105
10. **Discussion, consideration and possible approval of Resolution 2024-1141, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona adopting the 2024-25 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting Resolutions; providing for severability.** Staff Resource: Finance Director Michael Showers. Pg. 139
11. **Discussion, consideration and possible approval of the FY25 Debt Levy certification to Yavapai County for \$617,651, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers Pg. 163
12. **Discussion, consideration and possible approval of the FY25 Special Assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers. Pg. 167
13. **Discussion, consideration, and possible approval of deductive Change Order 21 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of (\$7,094.35).** Staff Resource: CIP Manager Martin Smith, Public Works Director Ken Krebs. Pg. 169

14. Adjournment

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

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 05-09-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Virginia Jones

Virginia Jones, Acting Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106 RD, CAMP VERDE, AZ 86322
WEDNESDAY, APRIL 24, 2024, at 5:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Robin Godwin and Councilor Cris McPhail are present. Councilor Jackie Baker, Councilor Wendy Escoffier, and Councilor Jesse Murdock are absent.

Also Present

Acting Town Manager Gayle Mabery, Director of Public Works Ken Krebbs, CIP Project Manager Martin Smith, Acting Deputy Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor McPhail led the Pledge.

4. Discussion, consideration, and possible direction to staff to proceed with alternative methods of construction for the Sports Complex Concession/Restroom building. Staff Resource: CIP Project Manager Martin Smith.

CIP Project Manager Martin Smith explained that on March 20, 2024, staff asked Council to consider an alternative building solution for the proposed concession/restroom facility at the sports complex. Council approved staff to pursue this avenue for providing the concession/restroom facility but felt it warranted more discussion in a Work Session. They requested staff get 2-3 revised floor plans reflecting the specific changes. Mr. Smith said staff have set predetermined limits in the scope and hold the total costs to a million dollars or less. Included in the million dollars would be an additional cost to run electrical to the proposed maintenance facilities to the concession stand. Staff have received a quote from PurSolar for \$80,000. PurSolar has intimate knowledge of the plans and know what it is going to take.

Mr. Smith reviewed the floor plans included in the packet. There are two that fit within the budget. He said the amount of storage, family restrooms and the covered overhang were the main differences between the proposed floor plans. Mayor Jenkins asked if those items could be added at a later date. Mr. Smith explained these are prefab concrete buildings, the addition of the covered overhang is not possible unless staff does a framed covering or a pergola.

Acting Town Manager Gayle Mabery explained this is foundational information, examples. The Council doesn't have to select one of these specific floor plans, these are just to give Council an idea of price ranges and what it could look like. Staff still has to go out for a formal bid. Mr. Martin will draft up a "scope of work".

Vice Mayor Moore asked what is the storage area going to be used for? Director of Public Works Ken Krebbs said maintenance will store equipment there or things like seed to keep safe from pack rats. There is nothing out there right now for maintenance. Mayor Jenkins asked what is the minimum that you need? Ms. Mabery explained there is always a need for more storage, more than what will be put into this project. They need to try to get as much storage as possible, but not give up on necessity areas and stay within budget.

Councilor Godwin hoped the paper would explain the project includes storage instead of building an additional maintenance facility.

The direction to staff is to use the two examples and stay within a \$700,000-\$750,000 range. Amenities to include storage, concession stand, family restroom, and all the fixtures. Councilor McPhail would also like to include some type of upgraded siding to be included in the price for ascetics.

Mr. Smith went through the timeline, and the best-case scenario, staff could have this up and running for the next Little League season in Spring of 2025. Ms. Mabery went over the moving components of the construction process. They are in the process of getting water and sewer permits but cannot apply for them at the same time.

5. Adjournment

Mayor Jenkins adjourned the meeting at 6:06 p.m.

Mayor Dee Jenkins

Attest: Acting Deputy Clerk Jadie Edwards

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 April 24, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Jadie Edwards, Acting Deputy Clerk



Agenda Item Submission Form – Section I

Meeting Date: May 15, 2024

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Approve Resolution 2024-1140, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY25.

List Attached Documents: 1) Resolution 2024-1140

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: Reviewed as to form _____

Risk Management: _____

Finance Department
Fiscal Impact:
Budget Code: N/A _____ **Amount Remaining:** _____

Comments: The State requires this resolution be adopted annually by Council.

Background Information:

Recommended Action (Motion): Approve Resolution 2024-1140, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY25.

Instructions to the Clerk: Please have all parties sign the resolution and return it to the Finance Director for submission with the online form.

RESOLUTION NO. 2024-1140

A RESOLUTION OF THE TOWN OF CAMP VERDE, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2025 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

RECITALS:

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year’s annual expenditure limitation report (AELR) on the governing body’s behalf; and

WHEREAS, the Town of Camp Verde Mayor and Council desires to designate Michael Showers, as the Town’s Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF CAMP VERDE MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Michael Showers is hereby designated as the Town’s Chief Fiscal Officer for purposes of submitting the fiscal year 2025 AELR to the Arizona Auditor General on the governing body’s behalf.

PASSED AND ADOPTED by the Town of Camp Verde, Arizona Mayor and Council, this 15th day of May, 2024.

Attested to:

Dee Jenkins, Mayor

Virginia Jones, Acting Town Clerk

Approved as to form:

Reviewed by:

Gayle Mabery, Acting Town Manager

Trish Stuhan, Town Attorney



Agenda Item Submission Form – Section I

Meeting Date: May 15th, 2024

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 May 1st, 2024. 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: None.

Town of Camp Verde, Arizona

PERSONNEL MANUAL



5/15/2024

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 RESPONSIBILITIES13

 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 ELIMINATION15

 SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT16

 SECTION 1-1-8- INVESTIGATION16

 SECTION 1-1-9 - NO REPRISALS16

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

 SECTION 1-1-11 - EMPLOYEE DEVELOPMENT16

 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 POSITION18

 SECTION 1-2-3 - CONFLICT OF INTEREST18

 SECTION 1-2-4 - OUTSIDE EMPLOYMENT19

 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 PROCESS24

 POLICY 2-1 - HIRING PROCESS24

 POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES24

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

 SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES24

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
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.....	36
POLICY 3-4 – MERIT PAY POLICY	36
SECTION 3-4-1 - ELIGIBILITY	36
SECTION 3-4-2 – MERIT PAY PROCESS	37
SECTION 3-4-3 – MERIT PAY AMOUNT	37
POLICY 3-5 - PERFORMANCE EVALUATION	37
SECTION 3-5-1 - TIMELY EVALUATIONS	38
SECTION 3-5-2 - PROCESS.....	38

SECTION 3-5-3 - RATING DEFINITIONS	39
SECTION 3-5-4 - APPEAL OF EVALUATION	39
POLICY 3-6 - PAY PERIODS AND PAY DATES	39
SECTION 3-6-1 - PAY PERIODS	39
SECTION 3-6-2 - TIME SHEETS AND PAYROLL RECORDS	39
SECTION 3-6-3 - PAY DATES	39
SECTION 3-6-4 - PAY CHECKS	39
SECTION 3-6-5 - PAY ADVANCES	40
POLICY 3-7 - OVERTIME/COMPENSATORY TIME	40
SECTION 3-7-1 - NONEXEMPT EMPLOYEES	40
SECTION 3-7-2 - EXEMPT EMPLOYEES	41
POLICY 3-8 – PAID HOLIDAY LEAVE	41
SECTION 3-8-1 – ELIGIBILITY	41
SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS	42
SECTION 3-8-3 - TERMINATION OF EMPLOYMENT	42
POLICY 3-9 - PAYROLL DEDUCTIONS	42
SECTION 3-9-1 - MANDATORY DEDUCTIONS	42
SECTION 3-9-2 - VOLUNTARY DEDUCTIONS	42
POLICY 3-10 PROMOTION	42
SECTION 3-10-1 - ELIGIBILITY	43
SECTION 3-10-2 - PROCEDURE	43
SECTION 3-10-3 - SALARY FOR PROMOTION POSITION	43
SECTION 3-10-5 - PROMOTION PERFORMANCE EVALUATION PERIOD	43
POLICY 3-11 LATERAL TRANSFER	44
SECTION 3-11-1 - ELIGIBILITY	44
SECTION 3-11-2 - PROCEDURES	44
SECTION 3-11-3 - SALARY FOR TRANSFER POSITION	45
SECTION 3-11-4 - TRANSFER EVALUATION PERIOD	45
POLICY 3-12 DEMOTION	45
SECTION 3-12-1 - ANNIVERSARY DATE CHANGE	45
SECTION 3-12-2 - PROCEDURE	46
POLICY 3-13 RECLASSIFICATION PROCEDURE	46
SECTION 3-13-1 - PROCEDURE	46
POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION	47

SECTION 3-14-1 - JUSTIFICATION.....	47
POLICY 3-15 – TIME AND ATTENDANCE	47
SECTION 3-15-1 - PURPOSE.....	47
SECTION 3-15-2 - DEFINITIONS.....	47
SECTION 3-15-3 - PROCEDURES.....	48
SECTION 3-15-4 – 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 has a substantial financial or ownership interest that may be favorably or detrimentally impacted by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system. A violation of conflict-of-interest rules may result in criminal penalties under state law. For purposes of this policy, immediate family members or relatives have the same definition as "relatives" under state law A.R.S. § 38-502 (spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse).

- A) Outside Contracts: Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain or to secure valuable things or benefits for themselves that would not ordinarily accrue in the performance of the employee's official duties, apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town of Camp Verde.
- B) Nepotism: Employees should not be involved in the decision to hire or provide any other benefits or anything of value to members of their immediate family. Further, employees should not be in a position to have any authority over the decisions made by their immediate family. or in the supervision of any member of their immediate family.
 - 1) Immediate family or employees who reside in the same household will be allowed to work in the same department, and neither will be required to transfer or terminate employment, as long as neither is in a position that requires supervising the other, overseeing any decisions made by the other, or holding any other authority over the other.

- 2) If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.
 - 3) If no transfer opportunity exists after 90 days, one of the employees will be required to resign from employment with the Town.
- C) Business with Private Party or Vendor: Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.
- D) Acceptance of Gifts, Gratuities, and Hospitality: Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services, or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal for speaking at a meeting or event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; or a sample or promotional gift of nominal value (\$25 or less).

SECTION 1-2-4 - OUTSIDE EMPLOYMENT

- A) While the Town of Camp Verde does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town of Camp Verde to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town of Camp Verde will oppose outside employment when it interferes with any employee's duties with the Town of Camp Verde, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict-of-interest situations addressed above, employees should avoid:
- 1) Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.
 - 2) Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town of Camp Verde and the employee's role in the outside employment.
 - 3) Performance of work for any governmental entity within the State of Arizona without written consent of both employers.
 - 4) Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.
 - 5) Outside employment that the public may view as work on behalf of the Town of Camp Verde.
- B) An exception to restrictions on outside employment pertains to the police. Outside employment of police must conform to the Marshal's Office Policies and Procedures.
- C) Due to the importance of the public's perception of the governmental system, the Town of Camp Verde requires that all employees who engage in outside employment disclose such work to the

Department Head, who will notify the Human Resource Director. Outside employment is subject to review for conformance to the Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

SECTION 1-2-5 - VOLUNTEER ACTIVITIES

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

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

SECTION 1-2-6 - CONFIDENTIALITY

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

SECTION 1-2-7 - POLITICAL ACTIVITY

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

- A) Political Campaigns
 - 1) Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches and making contributions of time and money to individual candidates, political parties, or other groups engaged in political activity.
 - 2) An employee who chooses to participate in political activity during off-duty hours should not use his or her position or title within the Town in connection with such political activities.
- B) Candidate for Office
 - 1) An employee who declares an intention to run for partisan elective office must take an unpaid leave of absence upon filing of nomination papers, unless more than 50% of the employee's salary is paid by Federal funds; in which case the employee must resign. If elected, he or she must resign.

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

C) Political Activism

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

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

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

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

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

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

B) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are

available to the Town generally and for the conduct of official Town business.

- C) Authorized personnel use includes taking a Town vehicle to lunch when going to and from meetings on workdays as needed, use of a Town copy machine at cost, stopping to run personal errands when in a Town vehicle when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Manager on a case-by-case basis.

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

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

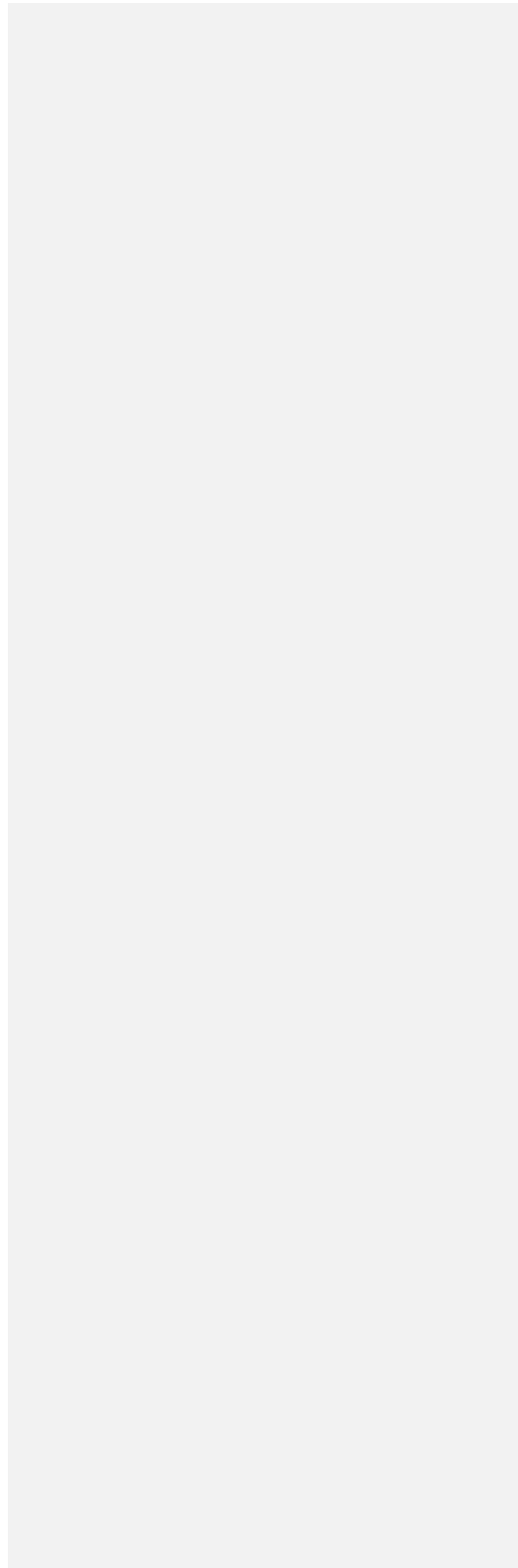
SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY

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

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

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

issued equipment and vehicles to include transporting family members in a Town issued vehicle.



CHAPTER 2 EMPLOYMENT PROCESS

POLICY 2-1 - HIRING PROCESS

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

POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES

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

SECTION 2-2-1 - ELIGIBILITY

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

SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES

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

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS

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

SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR

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

POLICY 2-3 - JOB ANNOUNCEMENT

SECTION 2-3-1 - FULL-TIME POSITIONS

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

Resources Director.

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

SECTION 2-3-2 - PART-TIME POSITIONS

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

SECTION 2-3-3 - TEMPORARY POSITIONS

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

POLICY 2-4 - APPLICATION

SECTION 2-4-1 - DEFINITION OF APPLICANT

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

SECTION 2-4-2 - APPLICATION FORMS

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

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

SECTION 2-4-3 - REJECTION OF APPLICATION

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

SECTION 2-4-4 - APPLICATION RETENTION

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

POLICY 2-5 - EXAMINATION

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

SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS

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

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

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

SECTION 2-5-3 - TEST DEVELOPMENT

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

SECTION 2-5-4 - TEST ADMINISTRATION

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

SECTION 2-5-5 - REASONABLE ACCOMMODATION

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

POLICY 2-6 - DISABILITY PREFERENCE

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

POLICY 2-7 - INTERVIEWING

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

SECTION 2-7-1 - INTERVIEW PROCESS

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

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

POLICY 2-8 - REFERENCE CHECK

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

SECTION 2-8-1 - PROCEDURE

- A) After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department. 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) A position may be reclassified to a higher-level classification, or the classification may be assigned to a higher salary maximum. An affected employee may or may not receive a salary increase.
- G) A position may be reclassified to a lower-level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.
- H) Abolished Positions
 - 1. The Town 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.~~

Commented [JK1]: This change is necessary to eliminate contradiction to Policy 3-5-1 Timely Evaluations

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

SECTION 3-3-5 - PLAN AMENDMENT

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

SECTION 3-4 - MERIT PAY POLICY

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

SECTION 3-4-1 ELIGIBILITY

- A) Employees must be in a regular full-time or part-time position with at least twelve months of continuous service to be considered for a merit increase.
- B) Employees must have completed evaluation on file with Human Resources for the most recent performance cycle.
- C) Employees must receive an overall rating of "Meets Expectations" or "Exceeds Expectations" in their annual performance evaluation.
- D) Employees who have an overall rating of "Needs Improvement" or "Unsuccessful" are not eligible for a merit increase.
- E) Employees whose pay is at the maximum of their position's salary range may not be granted a merit

increase that would cause the base salary to exceed the maximum of the position's range. An employee who is at the maximum of the pay grade within his/her salary range is eligible for a merit bonus based on performance. The merit bonus shall be awarded as an annualized one-time lump sum payment equivalent to 2% of their pay. The employee's base rate of pay shall remain unchanged.

- F) Salary increases for Council-appointed positions shall be at the discretion of the Council.
- G) In addition to the overall evaluation rating, merit pay shall also be based on the following criteria:

Performance: Commendable performance of job duties or contributions.

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

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

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

SECTION 3-4-2 MERIT PAY PROCESS

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

SECTION 3-4-3 MERIT PAY AMOUNT

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

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

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

POLICY 3-5 - PERFORMANCE EVALUATION

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

to provide a means to focus on expectations; and to provide direction for future performance.

SECTION 3-5-1 - TIMELY EVALUATIONS

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

SECTION 3-5-2 - PROCESS

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

SECTION 3-5-3 - RATING DEFINITIONS

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

SECTION 3-5-4 - APPEAL OF EVALUATION

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

POLICY 3-6 - PAY PERIODS AND PAY DATES

SECTION 3-6-1 - PAY PERIODS

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

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

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

SECTION 3-6-3 - PAY DATES

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

SECTION 3-6-4 - PAY CHECKS

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

SECTION 3-6-5 - PAY ADVANCES

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

POLICY 3-7 - OVERTIME/COMPENSATORY TIME

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

SECTION 3-7-1 - NONEXEMPT EMPLOYEES

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

days from the date the compensatory time is recorded.

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

SECTION 3-7-2 - EXEMPT EMPLOYEES

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

POLICY 3-8 – 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 3-8-1 - ELIGIBILITY

- A) Employees eligible for holiday pay are:
 1. Full-time employees
 2. Employees in their initial evaluation period
 3. Other classifications of employees approved by the Town Manager
- B) Paid holiday leave 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 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

- A) Public Safety and other essential service employees may be required to work on holidays.
- 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 3-8-3 - TERMINATION OF EMPLOYMENT

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

POLICY 3-9 - PAYROLL DEDUCTIONS

SECTION 3-9-1 - MANDATORY DEDUCTIONS

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

SECTION 3-9-2 - VOLUNTARY DEDUCTIONS

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

POLICY 3-10 PROMOTION

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

SECTION 3-10-1 - ELIGIBILITY

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

SECTION 3-10-2 - PROCEDURE

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

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

SECTION 3-10-3 - SALARY FOR PROMOTION POSITION

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

SECTION 3-10-4 - PROMOTION PERFORMANCE EVALUATION PERIOD

- A) The promotion evaluation period shall be used by both the supervisor and the employee for closely observing and assessing work performance suitable for the new position.
- B) Promoted employees shall be subject to an evaluation period of not less than 6 full calendar months of service in the promotion position.

- C) A formal evaluation will be conducted 2 weeks prior to the end of the promotion evaluation period.
- D) Promoted employees who successfully complete their promotion evaluation period will be notified by their Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.
- E) Successful completion of the promotion evaluation period does not create any contractual rights for promoted employees.
- 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 3-11 LATERAL TRANSFER

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

SECTION 3-11-1 - ELIGIBILITY

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

SECTION 3-11-2 - PROCEDURES

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

- E) If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

SECTION 3-11-3 - SALARY FOR TRANSFER POSITION

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

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

SECTION 3-11-4 - TRANSFER EVALUATION PERIOD

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

POLICY 3-12 DEMOTION

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

SECTION 3-12-1 - ANNIVERSARY DATE CHANGE

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

in market conditions will retain their existing anniversary date for future performance-based adjustments.

SECTION 3-12-2 - PROCEDURE

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

POLICY 3-13 RECLASSIFICATION PROCEDURE

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

SECTION 3-13-1 - PROCEDURE

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

- H) As a result of reclassification, the salary range shall be increased or decreased.
- I) Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head, who shall review the request and transmit with written recommendation to the Human Resources Director, who will follow the justification procedures above.

POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION

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

SECTION 3-14-1 - JUSTIFICATION

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

POLICY 3-15 TIME AND ATTENDANCE

SECTION 3-15-1- PURPOSE

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

SECTION 3-15-2- DEFINITIONS

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

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

Hours Worked: Hours worked include scheduled hours worked and, for all non-exempt employees, overtime hours and compensable travel and on-call time (refer to the applicable collective bargaining agreement or non-union handbook for definitions and eligibility).

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

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

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

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

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

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

FLSA - Fair Labor Standards Act.

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

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

SECTION 3-15-3- PROCEDURES

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

Time Window for Clocking In/Out - Employees should attempt to clock in/out as close to their designated

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

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

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

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

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

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

Rest Periods

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

Meal Periods

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

On-call Pay

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

SECTION 3-15-4- TAMPERING AND FALSIFICATION

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

CHAPTER 4 EMPLOYMENT BENEFITS

POLICY 4-1 - BENEFITS CONTINUATION/COBRA

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

SECTION 4-1-1 - WHO PAYS

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

SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY

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

POLICY 4-2 - COMPENSATORY LEAVE

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

SECTION 4-2-1 - NONEXEMPT EMPLOYEES

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

SECTION 4-2-2 - EXEMPT EMPLOYEES

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

POLICY 4-3 FAMILY AND MEDICAL LEAVE

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

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

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

SECTION 4-3-2 - ELIGIBILITY

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

SECTION 4-3-3 - VERIFICATION OF NEED

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

SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE

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

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

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

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

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

SECTION 4-3-6 - USE OF ACCUMULATED LEAVE

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

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

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

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

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

SECTION 4-3-9 - RETURN TO WORK

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

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

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

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

SECTION 4-3-11 - TERMINATION OF EMPLOYMENT

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

POLICY 4-4 – WORKER'S COMPENSATION

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

SECTION 4-4-1 - REPORTING REQUIREMENT

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

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

SECTION 4-4-2 - PAYMENTS

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

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

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

SECTION 4-4-4 - RETURN TO WORK

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

POLICY 4-5 - MILITARY LEAVE

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

SECTION 4-5-1 - NO BREAK IN SERVICE

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

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

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

POLICY 4-6 SPECIAL LEAVE OF ABSENCE

Employees may be granted a special leave of absence as approved by the Town Manager. An employee shall not use a special leave of absence to work for another employer or to pursue self-employment. Leaves are designed to accommodate employees who have critical personal situations only. An employee who fails to return to work on the date specified in the leave request without receiving an extension in advance is considered to have resigned.

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

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

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

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

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

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

POLICY 4-7 - BEREAVEMENT LEAVE

If 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.~~

Commented [JK2]: Revision needed to follow A.R.S 23-372. Accrual of earned paid sick time. The revision was recommended by legal counsel.

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

SECTION 4-8-2 - RATE OF ACCUMULATION

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

40 hours of paid sick leave per calendar year.

SECTION 4-8-3 - ALLOWABLE USES

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

SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR

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

SECTION 4-8-5 - PHYSICIAN'S VERIFICATION

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

SECTION 4-8-6 - ADDITIONAL CONDITIONS

- A) Sick leave shall not be used in lieu of vacation, nor shall it be used in addition to vacation.

- B) An employee who is absent more than three workdays shall be subject to the Family Medical Leave Act. Department Heads are responsible for ensuring the Human Resources Department is immediately notified of absences of more than three days.

SECTION 4-8-7 - NO SICK LEAVE AVAILABLE

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

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

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

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

SECTION 4-8-9 - TERMINATION OF EMPLOYMENT

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

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

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

POLICY 4-9 - SICK LEAVE BANK

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

SECTION 4-9-1 - DEFINITIONS

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

SECTION 4-9-2 - ELIGIBLE RECIPIENT

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

Commented [JK3]: This revision is recommended by legal counsel to provide more clarity to existing policy.

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

SECTION 4-10-1 - ELIGIBILITY

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

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

SECTION 4-10-2 - BENEFIT YEAR

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

- C) An employee benefit year may be extended for any significant leave of absence except military leave of absence.
- D) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.
- E) During the initial evaluation period employees can request use of vacation leave to the extent of available balance.

SECTION 4-10-3 - RATE OF ACCUMULATION

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

1. Eligible nonexempt employees:

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

2. Eligible exempt employees:

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

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

SECTION 4-10-4 - REQUEST FOR LEAVE

A) Paid vacation time can be used in minimum increments. Employees are encouraged to use five consecutive workdays (40 consecutive hours) of paid vacation time each year for rest, relaxation, and personal pursuits.

- B) To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Town needs and staffing requirements.

SECTION 4-10-5 - TERMINATION OF EMPLOYMENT

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

POLICY 4-11 - CIVIC DUTY

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

SECTION 4-11-1 - JURY DUTY

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

SECTION 4-11-2 - WITNESS DUTY

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

- A) If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be granted a maximum of 40 hours of paid time off per instance to appear in court.

- B) Employees will be paid at their base rate and are free to use any remaining paid leave benefits (i.e. vacation, comp time) to receive compensation for any period of witness duty absence that would otherwise be unpaid.
- C) The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.
- D) The employee is expected to report for work whenever the court schedule permits.
- E) Time spent in court on personal matters will not be paid.

SECTION 4-11-3 - VOTING

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

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

POLICY 4-12 - GROUP BENEFITS

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

SECTION 4-12-1 - ELIGIBILITY

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

SECTION 4-12-2 - GROUP INSURANCE COVERAGE

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

SECTION 4-12-3 - VOLUNTARY BENEFITS

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

SECTION 4-12-4 - RETIREMENT PLAN

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

SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM

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

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 Written Reprimand up to and including steps through Section 5-6-7 (c).

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

The following employment matters are not subject to formal review:

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

SECTION 5-6-6 MISCELLANEOUS RULES

- A) Employees who have not completed an initial evaluation period with the Town are not permitted to use the formal personnel action review procedures.
- B) After an issue has been initially presented for review, an employee may not add new allegations at a subsequent step.
- C) Time limits provided in these procedures may be extended to a date assured by mutual written agreement of the Town and the appealing employee.
- D) An employee's failure to file a timely appeal in writing to the next step in the process will constitute a waiver, and the decision shall be final, binding and not subject to further review.
- E) Meetings held under these procedures shall be conducted at a mutually agreed upon time and place that affords a fair and reasonable opportunity for all persons entitled to be present to attend.
- F) No discipline, retaliation, or threats of retaliation shall be taken against any employee, representative, witness, or other participant, whether testifying or not, in these personnel action

review procedures by reason of such participation.

- G) All information obtained during the processing of a request for personnel action review will be maintained confidentially to the extent permitted by state law.
- H) Employees may have an observer present at any interview in the process. The observer may not participate in the interview; rather, the observer may merely attend and watch the interview.
- I) If the observer is a Town employee, the time spent attending the interview shall be counted as time worked for pay and benefit purposes.
- J) During any interview in the process, the employee seeking review shall be permitted to take reasonable breaks of limited duration to consult with any other person.
- K) For pay and benefit purposes, time spent by employees in discussions with management or in testifying before a "Hearing Officer" is considered time worked.
- L) Employment matters subject to review may be resolved or settled at any step in the process. Such matters will be processed until: (a) the employee is satisfied; (b) the employee does not file a timely appeal (as defined by the formal steps); or (c) a decision has been made in the final step.
- M) All employment decisions (and resulting wage and/or benefit losses flowing from them) are effective when made by the Department Head. Upon reversal of the decision at any step in the review process, the successful employee may recover any such wage and/or benefit losses previously incurred.

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

- A) Step One: Appeal to Department Head
 1. Within five business days of the time the employee receives written notification of an employment matter that is subject to review, the employee must file a request for formal personnel action review with the Town's Human Resources Department on a form provided by the Town.
 2. The Department Head (or in the Department Head's absence, the person designated to act on the Department Head's behalf) shall investigate the issue, attempt to resolve it, and give a written decision to the employee within ten business days of having received the employee's request for formal personnel action review from the Town's Human Resources Department.
 3. If the issue involves the employee's Department Head, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Two.
- B) Step Two: Appeal to Town Manager
 1. If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Town Manager.
 2. The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step Two) being appealed.

3. The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.
 4. The Town Manager may delegate the duties under Step Three.
- C) Step Three: Appeal to a Hearing Officer
1. If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step 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.
 - 3. Courses will only be reimbursed one time through this program. If the employee elects or is required to retake the course, the employee will be responsible for the cost, regardless of time in between reimbursement, location of course, or reason for retaking the course.
- E) Generally, only those courses requiring attendance during off-work hours will be considered for tuition assistance. With approval from their Department Head, an employee may flex their work schedule to attend an approved tuition assisted course.

SECTION 6-1-3 - CRITERIA FOR APPROVAL

- A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will 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

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

SECTION 6-1-4 - REIMBURSEMENT

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

SECTION 6-1-5 - TERMINATION OF EMPLOYMENT

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

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

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

POLICY 6-2 - TOWN-SPONSORED and REQUIRED TRAINING

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

SECTION 6-2-1 - PROCEDURES

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

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

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

SECTION 7-5-4 - TYPES OF TESTS

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

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

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

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

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

SECTION 7-5-6 - DRUG TESTING

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

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

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

SECTION 7-5-7 - ALCOHOL TESTING

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

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

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

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

SECTION 7-5-9 - DISCIPLINE AND APPEALS

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

SECTION 7-5-10 - CONTRACTORS AND VISITORS

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

SECTION 7-5-11 - NOT A CONTRACT

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

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 - EMPLOYMENT END

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

SECTION 8-1-1 - SERVICE RETIREMENT

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

SECTION 8-1-2 - DISABILITY RETIREMENT

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

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

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: May 15, 2024

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Public Works – Parks & Recreation

Staff Resource/Contact Person: Dave Grondin, PRC Chair

Agenda Title (be exact): Presentation and discussion of First Quarter 2024 Parks & Recreation Commission report.

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Department Head: _____ Town Attorney Comments: N/A

Finance Department N/A
Fiscal Impact: None
Budget Code: _____ Amount Remaining: _____
Comments:

Background Information: Required quarterly Commission report.

Recommended Action (Motion): N/A

Instructions to the Clerk: N/A

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15, 2024

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): DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF ORDINANCE 2024-A492 AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ADDING SECTION 17 – PUBLIC SERVICES TO THE TOWN CODE AND ADOPTING BY REFERENCES.

List Attached Documents: Town Code Chapter 17 Public Services (Utilities)

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

Department Head: Jeff Low Town Attorney Comments: Reviewed and contributed to Code.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: None

Fiscal Impact: None

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information:

The Town Code was created by the Utilities Director based on reviewing other municipal codes including Clarkdale, Cottonwood, Prescott and Safford.

The new Town Code includes the following Sections:

Municipal Utilities General, Municipal Sewer Systems, Municipal Water Systems (including Water Conservation Policies and Drought Restrictions), Capacity Fee Payment Procedures and utility Extension Rules.

A presentation was made to Town Council in a Work Study Session on April 10, 2024. Based on the presentation the following updates were included into the Town Code:

Section 17-1-1: Added a new definition for Sewer Service Connection.

Section 17-2-4: Added a sentence to include an offense of this section as a Class 1 misdemeanor.

Section 17-2-5: Added a sentence to include an offense of this section as a Class 1 misdemeanor.

Recommended Action (Motion): Move to Approve **ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ADDING SECTION 17 – PUBLIC SERVICES TO THE TOWN CODE AND ADOPTING BY REFERENCES.**

Instructions to the Clerk:



ORDINANCE 2024-A492

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING THE DOCUMENT ENTITLED “CHAPTER 17 PUBLIC SERVICES CODE AMENDMENTS” AS A PUBLIC RECORD; ADOPTING THE CHAPTER 17 PUBLIC SERVICES CODE AMENDMENTS BY REFERENCE; AND AMENDING THE TOWN CODE OF THE TOWN OF CAMP VERDE THROUGH THESE AMENDMENTS BY ADDING SECTION 17 PUBLIC SERVICES IN THE FORM ATTACHED TO THIS ORDINANCE; ALL RELATED TO THE ESTABLISHMENT OF REGULATIONS FOR MUNICIPAL UTILITIES INCLUDING THE PROVISION OF WATER AND SEWER SERVICES AND UTILITY EXTENSIONS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES

WHEREAS, that certain document entitled Chapter 17 Public Services Code Amendments, three (3) copies of which, or one (1) paper and one (1) electronic copy, are on file in the office of the Town Clerk in compliance with A.R.S. § 9-802, as amended, is declared to be a public record, and said copies are ordered to remain on file with the Town Clerk; and

WHEREAS, the Town Council has determined that the proposed amendments are necessary to protect public health and safety of Town residents by adopting rules and regulations for the provision of municipal utilities including water and sewer services;

NOW THEREFORE, BE IT ORDAINED by the Council of the Town of Camp Verde, Arizona, as follows:

Section 1. **Adoption by Reference**. Pursuant to A.R.S. § 9-802, as amended, the Town hereby adopts the Chapter 17 Public Services Code Amendments and incorporates the Chapter into the Town of Camp Verde Town Code by reference.

Section 2. **Amendment to the Town Code**. The Town of Camp Verde Town Code is hereby amended by adding Chapter 17 Public Services to the Town of Camp Verde Town Code to read as set forth in Exhibit A.

Section 3. **Effective Date**. The effective date of the Chapter 17 Public Services Code Amendments shall be June 15, 2024, or upon completion of publication and posting as a penal ordinance as provided by law, whichever date is later.

Section 4. **Copies of the Town Code**. The Chapter 17 Public Services Code Amendments adopted herein by reference shall be kept on file in the office of the Town Clerk for public access. Copies may be purchased by the public at nominal cost for materials and reproduction. Copies placed for public access shall be readily available for public inspection during normal working hours.

Section 5. **Providing for Repeal of Conflicting Ordinances.** All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference are hereby repealed.

Section 6. **Providing for Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the Code adopted herein by reference 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 7. **Providing for General Penalties.** Unless otherwise provided, any person found guilty of violating any provisions of this Ordinance shall be guilty of a Class 2 misdemeanor in accordance with Article 1-8 of the Town of Camp Verde Town Code, and upon conviction thereof shall be punished as provided by law. Each day that a violation continues shall be a separate offense punishable as herein described.

Section 8. **Providing for Specific Penalties.** Chapter 17 Public Services Code Amendments, Section 17-3-7 Declaration of Water Conservation Policy, and Section 17-3-14 Enforcement of Drought Restrictions, shall be subject to the following penalties:

1. For a first violation of any stage drought restriction, the customer will be advised in writing and informed that a monetary charge will be added to the water bill for subsequent violations.
2. For a second violation of any stage drought restriction at the same premises, the customer will be advised in writing and a one hundred dollars (\$100.00) charge will be added to the water bill.
3. For a third violation of any stage drought restriction at the same premises, the customer will be advised in writing and a two hundred fifty dollars (\$250.00) charge will be added to the water bill.
4. For a fourth and subsequent violation of any stage drought restriction at the same premises, for violation of any term or condition or for willful violation any drought restriction, the customer shall be advised in writing, and a five hundred dollars (\$500.00) charge will be added to the water bill. In addition, the Town water department may install a flow restrictor on the service line that will remain in place during the irrigation season, April 1st through September 30th, or may suspend service temporarily until the cause of the violation is corrected and all outstanding penalty and water service charges have been paid.

Section 9. **Providing for Specific Penalties.** Chapter 17 Public Services Code Amendments, Section 17-2-4 Prohibited Substances, shall be punishable as a Class 1 misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500.00) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment, as provided by law. Each day that violation continues is a separate offense punishable as set forth herein.

Section 10. **Providing for Specific Penalties.** Chapter 17 Public Services Code Amendments, Section 17-2-5 Prohibited Dumping, shall be punishable as a Class 1 misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500.00) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment, as provided by law. Each day that violation continues is a separate offense punishable as set forth herein.

Section 11. **Providing for Specific Penalties.** Chapter 17 Public Services Code Amendments, Section 17-2-9 Mandatory Connection to Town Wastewater System Once Available, subsection D Public Nuisance, shall be punishable as a Class 1 misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500.00) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment, as provided by law. Each day that violation continues is a separate offense punishable as set forth herein.

PASSED, ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, this this ____ day of _____, 2024.

Dee Jenkins, Mayor

ATTEST:

Virginia Jones, Acting Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

I, VIRGINIA JONES, ACTING TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. 2024-A492 ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE ON THE ____ DAY OF _____, 2024, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 2024.

Virginia Jones, Acting Town Clerk

Attachment: Exhibit A - Chapter 17 Public Services Code Amendments

[Exhibit on File at 473 S. Main Street, Suite 102, Camp Verde Arizona]

EXHIBIT A

CHAPTER 17 PUBLIC SERVICES (04-17-2024)

ARTICLE 17-1 MUNICIPAL UTILITIES GENERALLY

- 17-1-1 Definitions
- 17-1-2 Application for services
- 17-1-3 Service deposits and fees
- 17-1-4 Service connection provisions
- 17-1-5 Meter relocation
- 17-1-6 Accounting periods
- 17-1-7 Charges for utility service
- 17-1-8 Charges without meter registration
- 17-1-9 Meter tests
- 17-1-10 Collusion
- 17-1-11 Tampering, defrauding, and injuring
- 17-1-12 Discrimination
- 17-1-13 Liability
- 17-1-14 Rates
- 17-1-15 Billing
- 17-1-16 Payment of charges
- 17-1-17 Extension agreements
- 17-1-18 Customer Complaints and adjustments
- 17-1-19 Entry and inspection
- 17-1-20 Delinquency – termination of services
- 17-1-21 Enforcement by lien of wastewater monthly service charges
- 17-1-22 Separation of service

SECTION 17-1-1 DEFINITIONS

As used in this chapter:

Camp Verde municipal utilities means the Camp Verde municipal water system, the Camp Verde municipal sewer system, and shall jointly constitute and be designated the Camp Verde municipal utilities.

Delinquent means any utility account for which the charges have not been fully paid.

Lateral Sewer means the sewer pipe and appurtenances serving a customer in a subdivision or from street and alley and emptying into a trunk sewer.

Meter assembly means and includes the meter and its connections, curb stop, meter box or housing, slab, with cover and cap where applicable.

Premises means each separate building, house, residence, store, tenement or occupancy, so situated upon any parcel or parcels of ground that the same is or could be used, sold or

occupied separately from, and is not then definitely an outbuilding or adjunct to any other building, house, residence, store, shop, tenement or occupancy, irrespective of the number of other such premises, as herein defined, or the ownership or control thereof, upon the same or other parcel or parcels of ground.

Sanitary sewer service means the provision of sewer service to a customer and consists of the pipe from the customer's premises to the lateral sewer.

Sewer disposal system means all facilities for collecting, pumping, treating and disposal of sewage.

Utility service means water or sewer service.

Utility system means the Camp Verde municipal utilities.

Water service means the delivery of water by the water system to a customer or premises, for the use and benefit of the same, and the performance of such acts and service as may be necessary in connection therewith, in accordance with mutual covenants, this code, and the applicable ordinances and regulations of the Town.

Water service connection means and includes all the paraphernalia required or used to convey utility services from the Camp Verde municipal utilities to a customer's premises, including pipes, meter assembly fittings, and connections.

Water system means the Camp Verde municipal water system, the physical property comprising the same, or the personnel employed for the operation thereof, either or both as the context may indicate.

17-1-2 APPLICATION FOR SERVICES

- A. **Permanent Service.** Before any service connection is installed, existing service connection moved, utility service started, transferred, assumed, or discontinued, or different use made of service other than that for which original application was made, for any person or premises, the person desiring such service shall, in addition to any other requirements, first make an application therefor, setting forth in complete detail all required information. The person making application must be eighteen (18) years or older, must provide acceptable proof of identity, and shall subscribe and agree, as a consideration attaching to the service applied for, to all provisions of this chapter and other ordinances and regulations that may be applicable and properly prescribed by the Town. Such application for utility service shall be made at the office of the Camp Verde municipal utilities customer service during normal business days and hours as defined by the Town. In the event an applicant's circumstance precludes making application for service in person, the applicant may have someone apply on his/her behalf, who would assume full responsibility for the account until the application could be completed, provided that such signer is a Camp Verde municipal utilities customer with a current account in good standing, and provided further, that the actual applicant for which service is established completes the original application himself or herself no later than two (2) weeks prior to the date utility service commences. Requests for turn-ons, turn-offs or moves received should allow for up to three (3) working days for the service to be provided.

The violation or infraction of any of the said provisions shall, without respect to any other impositions or penalties, constitute proper cause for refusing or withholding service until satisfactory rectification be made.

B. Temporary Service.

1. In all cases, application for temporary service shall comply with all the rules, regulations and specifications that apply to permanent service.
2. The total cost of providing temporary service plus the cost of removal is to be paid as a nonrefundable contribution in aid-to-construction prior to the establishment of service.
3. If at any time during the term of the agreement for temporary service, the character of a temporary customer's operation changes so that in the opinion of Camp Verde municipal utility, the consumer is classified as permanent, the terms of the line extension rules shall apply.

C. Provisional Service. In cases where utility service is needed for interim usage, application may be made for provisional service, the rate for which is set by resolution and listed in the schedule of utility fees and charges and is to be paid prior to establishment of service. Applications for provisional service shall comply with all the rules and regulations that apply to permanent service.

D. Overtime Service. After-hours, or weekend-service requests, will be handled under the terms of provisional service, with the exception of prior payment, which shall be replaced by the applicant's signed promise to pay, on a form provided by the utility, stating the rate and duration of the provisional service and the overtime service call cost, all of which are set by resolution in the schedule of utility fees and charges.

SECTION 17-1-3 SERVICE DEPOSITS AND FEES

A. Service Deposits. Before a new utility service is started for any person or premises, the person making application for such service shall deposit, in cash with the utility system as a final payment advance and guarantee, the amount stipulated for such service in the schedule of utility deposits, as established by resolution of the Town council; or in lieu of such deposit, may deliver to the utility system a payment bond issued by an insurance company duly licensed in the state of Arizona and possessing a current A.M. Best, Inc., rate of at least B++6, or with other companies authorized to do business in the state of Arizona with policies and forms satisfactory to the Town. No such deposit shall be required for utility service to any premises in the name and for the use of the United States Government, or its agencies, or the state of Arizona, or its political subdivisions. Any deposit required, if in cash:

1. Residential shall be impounded for a period to be established by resolution.
2. Commercial will be impounded with interest for as long as the service is in effect.

B. Additional Deposits. The Town manager or designee may require additional deposits for customers whose payment record indicates excessive risk, and for those whose usage is such that the above service deposit fails to provide adequate coverage to guarantee final payment.

C. Fees. Customers requiring existing utilities turned on shall pay an administrative fee and a service and inspection fee as set by Town council resolution which shall cover all utilities furnished to the same location.

D. Alternate Security. In lieu of the deposits in this section, the Town, in its discretion, may accept a security bond, or United States Government bond(s) equal in value to the amount

required to be deposited, a letter of credit, guarantee, or such alternate means of securing payment as may be approved by the Town Manager. Bonds are to be made payable to the Town of Camp Verde.

SECTION 17-1-4 SERVICE CONNECTION PROVISIONS

- A. **Connection.** Every service connection attached to, or a part of, the utility system, either within or without the corporate limits of the Town, shall be the property of, maintained by, and under the sole control of the Town. The payment of aid-to-construction, service connection fees, or other charges or fees collected by the utility system shall not purchase or convey any right or interest in such service connection to any person whomsoever. By signing the service agreement incorporated as a part of each application for utility service, or service connection, applicants acknowledge the foregoing as a condition precedent to the furnishing of such service.
- B. **Responsibility.** Every person having utility service or to whose premises a service connection is installed shall be deemed the owner of and solely responsible for the condition and use of all pipes, fixtures, and connections attached to or a part of the system from and on the premises or outlet side of the meter assembly and shall be liable for all water used or consumed thereby. Such person shall be required to promptly repair or replace any such waste of utilities, and service may be withheld from the premises until such repair or replacement is made. Service may also be withheld for the willful waste of utilities.

SECTION 17-1-5 METER RELOCATION

- A. **Customer Request for Relocation.** In the event that the utility customer requests or requires that a utility meter be relocated, then the customer shall pay the Town for the cost of relocation of the meter and shall provide a contractor, unless excepted by Section 32-1121, Arizona Revised Statutes, to do the work on the customer's side of the meter.
- B. **Town Request for Relocation.** In the event that the Town shall require the relocation of a meter, the Town shall provide the work and materials for the relocation to the new location, including the costs from the new site to the former site.

SECTION 17-1-6 ACCOUNTING PERIODS

The fiscal year of the utility system shall be from the first day of July of each calendar year to the thirtieth day of June of the following year. Utility bills for utility service shall be rendered as of the last day of the month.

SECTION 17-1-7 CHARGES FOR UTILITY SERVICE

Charges for each utility service shall continue and be assessed from the day such service is started until the service is discontinued, either in compliance with a written order from the person to whom the service is charged on an approved form to be furnished by the utility system, or in accordance with the applicable sections of this chapter providing for

discontinuance of utility service for cause. Charges for any utility service shall be made and assessed in accordance with the schedule of rates for such charges as contained in applicable ordinances or resolutions of the Town, provided, the charges for partial periods of service shall be determined in each instance, from the schedule of rates, in accordance with the following provisions:

- A. If any utility service begins and ends in any one month, the full minimum applicable to such service for one month shall be charged.
- B. If the amount of utility consumed exceeds the allowance for the minimum charge assessed, the regular schedule of rates shall apply to the excess.

SECTION 17-1-8 CHARGES WITHOUT METER REGISTRATION

If, at any meter reading time, a meter is found to be not registering or registering incorrectly, the charge for that utility service, for the period then ending, shall equal the charge for the same service for a like period.

SECTION 17-1-9 METER TESTS

- A. Any customer may, upon written application accompanied by the deposit amount set by resolution, have his or her meter tested for accuracy by the utility system. If a customer requests the meter to be tested by a private testing lab, the customer will pay all costs. In either case, if the meter registers a divergence from accuracy greater than three percent, the deposit and/or lab costs shall be refunded to the applicant, and the indicated adjustment made in the utility service charges for a total period not longer than the then-current period, and the monthly period immediately preceding. If a meter so tested registers within three percent of accuracy, the deposit shall be retained by the utility system as a fee to pay the cost of such test.
- B. All inaccurate and defective meters shall be replaced by the utility system immediately when detected.

SECTION 17-1-10 COLLUSION

No utility service shall be connected, reconnected, or continued for or in the name of any person against whom a delinquent balance due the utility system remains unpaid, or in the name of any member of the household of such person, or in any other name or manner that is deemed to be collusion for the purpose of securing utility service for such person or evasion of the payment of said delinquent balance or other proper charge.

SECTION 17-1-11 TAMPERING, DEFRAUDING, AND INJURING

No person shall, without first having secured permission from the Town's duly authorized agents, start or stop any pump, open, or close any fire hydrant, valve, or meter shut valve; open, break or remove any seal or lock; or in any way tamper with or molest any pipe, meter, connection, appurtenance or property belonging to or a part of the utility system. If any meter,

stop cock or other service connection appurtenance shows conclusive evidence of having been tampered with, molested, or willfully injured so as to require repair or replacement, the cost of such repair or replacement shall, without respect to any other penalties or provisions, be assessed to the person to whom the utility service is charged. If payment of such cost be refused, the utility service shall be disconnected at the customer's expense. The total cost (incurred) shall be collected before the service is again connected.

SECTION 17-1-12 DISCRIMINATION

Every provision of this chapter or regulation duly authorized by the Town and relating to the utility system shall be administered fairly and impartially, without preference or prejudice to any person. No utility service shall be furnished to any person or premises unless the duly authorized and applicable rates be charged for such service, and no unauthorized, special, or discriminatory rates, service or facilities shall be used, applied, or granted to any person or premises.

SECTION 17-1-13 LIABILITY

No liability shall attach to the utility system or the Town for any injury or damages that may result from turning on or shutting off the utility in any main, service connection, or pipe; or the restriction of use or discontinuance of any utility service, or any failure of the utility supply irrespective of any notice or lack of notice thereof. This includes utility discontinuance for nonpayment or noncompliance with the provisions of the utility code. The utility system or the Town shall not be held liable, in any respect, for the condition defects, failure or use of any pipe, connection, fixture or appurtenance, not belonging to the utility system, on any premises, or for loss or damage resulting therefrom. The Town shall not be held liable, for issues related to fire flow and water quality.

SECTION 17-1-14 RATES

The council shall, by resolution, establish rates, fees, charges, and deposits for all consumers of utilities served by the utility distribution system of the Town.

SECTION 17-1-15 BILLING

All meter readings and billings shall be based on actual meter readings except when specified otherwise by the Town. Meter readings will be made as closely as practical on the same day of each month. Meters shall be readily accessible to the meter reader. The customer shall maintain said access in such manner that will not be hazardous or difficult to the meter reader. If access does not comply with the above, billing may be averaged until such time as satisfactory access is restored. When a customer has been overcharged as a result of incorrect meter reading, incorrect calculations, or other similar reasons, the amount of overcharge will be credited to the customer or refunded if the amount is greater than two months of normal billing. When a customer has been undercharged as a result of incorrect meter reading, incorrect calculations or similar reasons, the amount of the undercharge will be billed to the customer.

Any undercharge occurring more than six months prior to its discovery will not be charged to the customer.

SECTION 17-1-16 PAYMENT OF CHARGES

- A. **Charges.** All charges, fees, or other sums due the Town in respect to the utility system shall be due and payable at Town Hall in the Camp Verde Municipal Utilities Customer Service Office during normal business days and hours as defined by the Town. The Town shall not be liable for the failure of any person to receive any bill or statement from the utility system and assumes no responsibility for the presentation of any such bill or statement to any person, except at the office of the utility system. All service deposits, service connection charges, or previous delinquent and unpaid balances remaining against any person shall be paid at the time application is made to the utility system for service connection or utility service. All charges for utility service shall be due and payable on the first day of the month and shall be deemed delinquent after the twentieth day of the calendar month.
- B. **Partial Payments Restricted.** Payments of the total amount of utility service charges, penalties, and fees, if any, for any one month shall be made at one time in one amount. Partial payments may be made on unpaid balances remaining after discontinuance of utility service.
- C. **Checks.** Checks received in payment of accounts shall be accepted for credit only, subject to final payment by the depositor and upon the express condition that the Town acts solely in the capacity of collection agent and assumes no responsibility beyond the exercise of reasonable care and diligence. Excepting those issued by government agencies, no check for an amount greater than the actual account balance shall be accepted other than for credit of the full amount of such check to the customer's account.
- D. **Mail.** Remittances made by U.S. mail shall be solely at the risk of the person making same and shall be credited to such person's account only as of the date such remittance is actually received at the office of the utility system.

SECTION 17-1-17 EXTENSION AGREEMENTS

- A. **Qualifications.** Applications for extension agreements may be made in person only at the Camp Verde Utilities Customer Service Office during normal business days and hours for the current bill up to and including the day before lock list is run. Only two (2) such agreements shall be allowed within a six-month period.
- B. **Conditions.** The extended due date for payment on a delinquent balance shall not exceed ten working days from the date set as the cut-off date for the applicable month of the extension.
- C. **Extension Deposit.** Extension agreements which provide for monthly payments may require additional deposits. After the delinquent balance is paid, installments of an equal amount shall be required upon the same schedule as the extension payments and shall accrue toward a deposit balance equaling twice the previous year's highest bill for each utility, if such a balance is not already on deposit at the time the extension agreement is made.

- D. **Town Remedies.** Failure to comply with the terms and conditions of an extension agreement shall void the same and result in the immediate suspension or termination of utility service in accordance with law and the forfeiture of any future extension privileges for a period of six months.

SECTION 17-1-18 CUSTOMER COMPLAINTS AND ADJUSTMENTS

- A. **Complaints.** The customer service department will be responsible for handling customer complaints, correcting any errors in billing, and reporting to the Town manager or designee, any complaints, or errors which the department is unable to resolve to the satisfaction of the customer.
- B. **Town Manager Review.** In the event that the customer service department is unable to resolve the complaint of a customer, the customer may contact the Town and arrange to meet with the Town manager or designee to attempt to resolve the problem before the service to the customer can be discontinued. Following the meeting, the Town manager or designee shall make a determination regarding the complaint and provide notice to the customer in writing of the determination.
- C. **Adjustment.** The Utilities Director, may, at his/her discretion, authorize a one-time adjustment for unanticipated leaks, such as a major pipe break on a customer's property. A one-time adjustment is defined as being authorized on/for the same property once every five (5) years.

SECTION 17-1-19 ENTRY AND INSPECTION

- A. **Authorization.** Any duly authorized employee of the utility system may, at all reasonable times enter any premises served with utilities by the utility system over, through or upon which any pipe, connection, appurtenance or fixture, attached to or a part of the utility system, traverses or is located, for the purpose of examining, repairing, replacing or removing any pipe, connection or appurtenance belonging to or a part of the utility system, or for the purpose of examining or determining the quantities of each utility used on the premises and the purpose and manner of its use, or inspecting the condition of pipes, appurtenances and fixtures belonging to the premises, by which utilities are used from the utility system. In case of fraudulent representation in respect to any utility service, such utility service shall be discontinued and withheld until the conditions at fault have been remedied and any charges in connection therewith have been fully paid.
- B. **Interference.** Any person who restrains, prevents, or interferes with any such duly authorized employee of the utility system from entering any premises or performing such other acts as are provided by and in accordance with subsection A of this section, shall be guilty of a Class I misdemeanor.

SECTION 17-1-20 DELINQUENCY – TERMINATION OF SERVICES

- A. **Late Penalty.** A utility service bill which remains unpaid twenty-six (26) days from the billing date is delinquent and is subject to a late payment penalty, as established by the Town Council by resolution, and to termination on not less than ten (10) days' notice in accordance with Subsection B of this Section. The Town may discontinue all or a portion

of other Town supplied utility service for the failure to pay billings, when due, for any Town supplied utility service.

- B. **Notice of Intent.** The Town shall mail written notice of its intent to terminate service to a delinquent account not less than ten (10) days in advance of the intended date of termination. The customer shall be notified as to which utility service is subject to termination and that the bill may be discussed with the Town Manager or designee. Notice may be provided on or with the regular billing to the customer or by separate notice delivered by hand or regular United States Postal Service at the service address or the most recent mailing address provided by the customer. No further notice or attempt to collect the delinquent account shall be made.
- C. **Billing Date.** The billing date shall be the date the bill is mailed as reflected by the billing date on the bill, the postmark date, the receipt provided by the United States Postal Service or similar service or a certificate of mailing prepared by the Town. In the event evidence reflecting differing billing dates is presented, the later date shall control.
- D. **Collection.** Any utility bill not paid in full within thirty (30) days after service is terminated is subject to appropriate collection activities, and the customer shall be responsible for any pay all costs of collection, including Court costs and reasonable attorney's fees. All judicial judgments entered in favor of the Town on delinquent accounts may be reported to one (1) or more credit bureaus, as determined by the Town.
- E. **Extension.** The Town Manager may grant up to a thirty (30) day extension of any time limit provided in this Section upon written request and for good cause shown.
- F. **Reinstatement.** No utility service terminated in accordance with this Section shall be reinstated until all utility service charges, delinquency charges, or fees owing, unpaid and delinquent at the time application for reinstatement is made, are paid in full; provided that, if the twenty-fifth of said subsequent month is not during normal business days and hours, the provisions of this section shall apply on the next following business day; and provided further, that the provisions of this section shall not apply to utility service in the name and for the use of the United States Government or its agencies, or the state of Arizona, or its political subdivisions.

SECTION 17-1-21 ENFORCEMENT BY LIEN OF WASTEWATER MONTHLY SERVICE CHARGES

A. Notwithstanding any term, clause or section in this chapter, pursuant to A.R.S. Section [9-511.02](#), in the event the monthly service charge for wastewater collection and treatment for a given property becomes delinquent for more than 90 days, the Town may file a lien upon the property for which sewer service is provided for such nonpayment of monthly charges. Prior to filing such lien, the Town shall comply with the following procedures:

1. The owner of record of the subject property shall be given written notice of the Town's intention to file a lien not less than 30 days prior to filing the lien. The notice shall be hand delivered or mailed by certified mail to the owner's last known address or to the address at which the tax bill for the property was last mailed. If the owner does not reside at such property, the notice shall be sent to him at his last known address.

2. The notice shall inform the property owner that he or she has the opportunity to appeal process regarding the delinquency before a designated Town official.
3. In the event the property owner requests an appeal, such request must be received not later than 10 days from the date of the notice. The request shall include copies of all documents that support the owner's position that there is no delinquency or that the amount claimed delinquent by the Town is in error.
4. The procedures set forth in 17-3-15, shall apply and govern the appeal process, except as amended herein.
5. In the event no hearing is requested by the property owner, or in the event payment is not made on a delinquent amount as determined by a hearing officer after a hearing, the Town may place a lien on the property in accordance with this section and state law.

B. Any lien placed on a property pursuant to this section shall be enforceable pursuant to and in accordance with A.R.S. Section [9-511.02](#).

SECTION 17-1-22 SEPARATION OF SERVICE

A separate service connection shall be installed and a separate service deposit and utility service required for each single premises, and two or more premises shall not be connected to or served through the same meter; provided that when in the opinion of the Town manager or designee the best interest of the Town and the customer will be served, two or more premises, situated adjacent and held by the same person, may be combined and served by one service connection or meter assembly under a multiple or "block" service agreement which shall provide that a service deposit be paid for each single premises so included, which may be combined as one amount and receipt, and that a minimum service rate be charged for each utility service allowed equal to the aggregate of the several minimum rates and consumption allowances of all the single premises so combined. Any such agreement or permission for a combination of premises to be served by a single service may be revoked at any time and separate services required for each single premise. For the purpose of this section, each hotel, motel, apartment house, office building or trailer park may be considered and served as a single premises with additional charges for each individual unit or premises in accordance with the schedule of charges adopted by resolution.

ARTICLE 17-2 MUNICIPAL SEWER SYSTEM

- 17-2-1 Additional deposit not required
- 17-2-2 Rates—collection
- 17-2-3 Installation of pretreatment equipment
- 17-2-4 Prohibited substances
- 17-2-5 Prohibited dumping
- 17-2-6 Allowed alternative dump site
- 17-2-7 Private sewage disposal systems prohibited exceptions

- 17-2-8 Notice of sewer availability
- 17-2-9 Mandatory connection to Town wastewater system once available
- 17-2-10 Permits for service connections

SECTION 17-2-1 ADDITIONAL DEPOSIT NOT REQUIRED

No additional deposit for sewer service shall be required of customers within the Town limits of Camp Verde who have made the necessary water deposit with Camp Verde municipal utilities.

SECTION 17-2-2 RATES—COLLECTION

- A. The council shall, by resolution, establish the sewer rates to be charged by Camp Verde municipal utilities.
- B. All sewer charges are to be added to and collected with all other utility bills as rendered by Camp Verde municipal utilities.
- C. All bills for sewer charges shall be due and payable on the same dates as all other utility services furnished by Camp Verde municipal utilities and shall be subject to the same rules and regulations governing all other utilities.

SECTION 17-2-3 INSTALLATION OF PRETREATMENT EQUIPMENT

In addition to the monthly sewer rental charge, the Town may require the installation of suitable screening, grease traps, sand traps or other pretreatment equipment at certain establishments, houses, or plants, so that the sewage or industrial waste will meet the requirements of the Town.

SECTION 17-2-4 PROHIBITED SUBSTANCES

It is unlawful for any person to pour petroleum products, or other similar substances which destroy or seriously retard the growth of algae, into the sewer system. Additionally, dumping of any illegal/controlled substances or any metals, plastics, acids, etc. that would cause the wastewater treatment plant to exceed current discharge permit limits are not allowed. Pursuant to the provisions of the Town code, as amended or as may be amended from time to time, any person found guilty of violating this provision shall be guilty of a class one misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500.00) or by imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each day that violation continues is a separate offense punishable as set forth herein.

SECTION 17-2-5 PROHIBITED DUMPING

It is unlawful for any person to dump industrial waste or the contents of septic tanks into the sewer or wastewater treatment system of the Town. The Town does have a septage dumping station at the Town Wastewater Treatment Plant.

Pursuant to the provisions of the Town code, as amended or as may be amended from time to time, any person found guilty of violating this provision shall be guilty of a class one misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500.00) or by imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each day that violation continues is a separate offense punishable as set forth herein.

SECTION 17-2-6 ALLOWED ALTERNATIVE DUMP SITE

It is permissible for industrial waste and the contents of septic tanks to be dumped at a site specially prepared at the landfill operated by Waste Management (Gray Wolf Landfill at 23355 East Highway 169), in accordance with Town procedures.

SECTION 17-2-7 PRIVATE SEWAGE DISPOSAL SYSTEMS PROHIBITED EXCEPTIONS

- A. **Connection to Town Sewage Required.** All wastewater discharge shall be connected with the Town wastewater system, once there is sewer availability, except temporary portable toilets approved by the Town. It is unlawful to construct, operate or maintain any septic tank, privy vault, cesspool, evapotranspiration system or other private sewage disposal facility except as provided in this chapter or as approved by the Town by permit.
- B. **Availability.** For purposes of this section, it shall be presumed that a public sewer is available to the property if the public sewer has available capacity and is within three hundred (300) feet of the property.
- C. **Unavailability.** Where the Town wastewater system is not yet available to a property, a private sewage disposal system may operate as long as:
 - 1. The property owner or user operates and maintains the private sewage disposal system in a sanitary manner and in compliance with all Town, county and state health and environmental regulations and permits.
 - 2. The property owner or use designs, constructs, alters, or maintains the private sewage disposal system in compliance with all Town, county and state standards, regulations, specifications and details, and only after being granted all required permits.
 - 3. The property owner acknowledges that any permit to construct, alter, improve, or operate a private sewage disposal system is only temporary in duration and the property owner agrees to connect to the Town wastewater system once it is available.
- D. **Prohibition on Permitting.** Once there is sewer availability to a property, no permits shall be issued nor shall work be permitted for construction or alteration of any private sewage disposal system on the property unless it is for connection to the Town wastewater system.

SECTION 17-2-8 NOTICE OF SEWER AVAILABILITY

The Town shall notify all affected property owners or their agents or lessees, as shown on the last assessment of the property, that the Town wastewater system is available and that property owners must connect within twenty-four (24) months. Such notice shall be given by certified mail to the property owner or agent or lessee, and by publishing the same notice, together with a description of the affected parcels, in not less than two issues of a newspaper of general circulation within the Town. The times prescribed in this section shall run from the date of the latest published notice. The notice shall thereafter be recorded and be deemed to run with the land.

SECTION 17-2-9 MANDATORY CONNECTION TO TOWN WASTEWATER SYSTEM ONCE AVAILABLE

- A. **Time to Connect After Notice.** Within twenty-four (24) months from the date that the director provides notice of sewer availability, as defined in this code, a real property owner with building or water fixtures thereon shall consent to direct connection to the Town wastewater system in accordance with the Town design requirements, the adopted Uniform Plumbing Code, as amended, and all applicable state, county, and Town regulations. If within twenty-four (24) months of notice the property owner notifies the Town in writing of the owner's consent to connect, the Town shall make connection at no cost to the property owner. If the property owner refuses to consent within the time period stated above, the owner is still required to connect at the owner's cost at the time of failure. The Town reserves the right to refuse connection at Town cost if the circumstances with the property and private sewage system are such that connection would be an unreasonable cost to the Town as determined by the Town engineer. If such a determination is made, then Town wastewater service is deemed to not be available, and the private sewage system may remain. Total cost of replacement will then be borne by the property owner. Under circumstances of Town refusal, the Town may elect to provide a degree of assistance towards connection cost if the property owner determines to make connection. Such assistance will be based upon criteria or formula not inconsistent with the nature and amount of resources expended for other connections made by the Town in the immediate vicinity.
- B. **Non-Connection Availability Charge.** Immediately following the notice described in Section 17-2-8 of this chapter, the Town shall assess each property owner a monthly availability charge which shall be equal to the current monthly sewer charge for the property in question. If a property owner consents to connect to the Town wastewater system thereafter, the Town shall stop assessing the monthly availability charge upon receipt of such consent. If consent is later withdrawn, the monthly availability charge will be assessed to the utility account from the date of consent and will be due and payable in the same manner as any other utility charge. The Town may employ the procedures set forth in this code or other applicable provisions of law for collection of such availability charge if not paid when due and payable. Once connection takes place, the Town shall record the fact of connection and all authorized fees and rates are applicable.
- C. **Abandonment of Septic.** Upon connection to the Town wastewater system, any septic or alternate disposal system shall be pumped and abandoned and either removed or filled as stated in subsection A of this section or at the owner's expense, in accordance with the adopted Uniform Plumbing Code, as may be amended from time to time, and all local and state laws, rules and regulations.

- D. **Public Nuisance.** Failure to abandon a septic or other alternate disposal system in accordance with this code shall constitute a public nuisance. Pursuant to the provisions of the Town code, as amended, any person found guilty of violating this provision shall be guilty of a class one misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500.00) or by imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each day that violation continues is a separate offense punishable as set forth herein.

SECTION 17-2-10 PERMITS FOR SERVICE CONNECTIONS

Before physical connection is made to the Town wastewater system, a permit must be secured from and forty-eight (48) hours' notice given to the Town. Sewer connection permits shall run with the land and shall not be transferable from one parcel to another parcel or from property to property. All such connections shall be made and all such work, including any sewer connection permit fee, shall be done at the expense of the applicant unless voluntary connection is made pursuant to Section 17-2-9(A). All connections shall be made under the supervision of the Town, and no such connection shall be covered until the work been inspected and approved by the Town.

Section 17-2-11 SEWER EXTENSION REIMBURSEMENT AGREEMENTS If a developer constructs and extends sewer lines that provide a means of service to property owned by persons other than the developer, the developer may request that the Town enter into a reimbursement agreement that provides for reimbursement to the developer of a portion of the actual costs incurred by the developer for such extension when other persons receive service by connecting to the extension. Such reimbursement shall be assessed on a per-acre basis to properties within the service area established by the extension. **Upon receipt of payment of the assessment from a property owner connecting to the extension, Town shall reimburse such amount to developer, less any administrative fee established by Council.** A reimbursement agreement shall be executed within one year after the date of acceptance of the sewer lines by the Town and shall automatically terminate 20 years after its effective date.

All agreements shall state to whom reimbursement shall be made, and it shall be the responsibility of the developer to keep the Town advised as to the developer's mailing address. Agreements may be assigned by the developer upon prior written notice to the Town and receipt of written acknowledgement by the Town. Any buy-in assessment paid to Town that Town is unable to reimburse to developer due to developer's failure to comply with this provision shall escheat to the Town.

ARTICLE 17-3 MUNICIPAL WATER SYSTEM

- 17-3-1 Designation of municipal water systems
- 17-3-2 Installation charges
- 17-3-3 Water main service requirements
- 17-3-4 Water service connection charges
- 17-3-5 Restriction and termination

- 17-3-6 Fire regulations
- 17-3-7 Declaration of water conservation policy
- 17-3-8 Water conservation compliance
- 17-3-9 Authorization
- 17-3-10 Public notice
- 17-3-11 Definitions
- 17-3-12 Initiation and termination of drought response stages
- 17-3-13 Delivery capacity
- 17-3-14 Enforcement of drought restrictions
- 17-3-15 Appeal process

SECTION 17-3-1 DESIGNATION OF MUNICIPAL WATER SYSTEMS

The waterworks plant and system, including the necessary lands, rights-of-way and easements now owned by the Town, both within and without the corporate limits of the Town, together with all replacements, improvements, betterments, extensions, and additions thereto, hereafter constructed or acquired, shall be designated by name as the Camp Verde municipal water system.

SECTION 17-3-2 INSTALLATION CHARGES

Installation charges shall be fixed by resolution of the Town council consistent with the provisions of this section.

- A. The costs to applicants for service connections as provided in this section shall, in each case, be determined by price lists, open to the public, setting forth the unit prices for the respective materials and labor and conforming to the prevailing prices then locally current for such materials and labor.
- B. The cost of repairing or replacing any pavement or other structure necessarily damaged in the process or because of the installation of any service connection, either within or without the corporate limits of the Town, shall be paid by the person making application for such service, in addition to any other charges that may be required for such service.
- C. The total cost of the installation and all costs incidental thereto for any private fire protection service shall be paid by the person making application for such service. Any service connection installed for private fire protection shall be used solely for such service and no other. The agreement incorporated in the application for such service shall contain the foregoing provision.
- D. All such service connections may require cross-connection control valves as specified by the state department of health services, these valves shall be installed at the property line and the valves shall be tested by a certified tester. In addition, service connections may require pressure-reducing valves. The need for these valves will be determined by Town staff. The required valves shall be paid by the person making application for such service.

SECTION 17-3-3 WATER MAIN SERVICE REQUIREMENTS

Appropriate size mains must abut property requesting service before service can be installed. The property requesting service shall be a minimum of fifty (50) feet abutting the main. Town staff will determine appropriate size mains according to Town standards and Arizona Department of Health Services regulations.

SECTION 17-3-4 WATER SERVICE CONNECTION CHARGES

A water connection fee established by resolution shall be collected for each new service connected to an existing distribution main serving any premises, and shall be payable at the time application is made for the service; provided, however, that in those cases where the premises to be connected has either as a part of the price of the premises or as a part of an improvement district assessment, paid the amount established by resolution or more for the water distribution system serving such premises, and such water distribution system becomes a part of the Camp Verde municipal water system, then the service connection fee shall not be charged. If the amount so paid by the premises is less than the amount established by council resolution, then the connection fee shall be the difference between the amount so paid and the amount established by council resolution. If there is a dispute as to the amount so paid, the utilities director shall determine the amount of credit to be allowed. In addition to the above connection fee, each customer shall be charged an installation fee, in accordance with a schedule of such charges for the respective sizes and classes of service connections as established by resolution.

SECTION 17-3-5 RESTRICTION AND TERMINATION

All water service to any premises, except for domestic and residential use, shall be furnished only upon the express condition that such service may be restricted as to use at any time or discontinued after thirty (30) days' written notice by the water system, when and if the water supply is considered inadequate to furnish such service, or when other cause is deemed sufficient by the Town.

SECTION 17-3-6 FIRE REGULATIONS

When an alarm of fire is given, every person whose premises are supplied with water by the water system shall immediately close all hydrants, faucets, taps or appliances through which water is then being used, except those necessary for the essential domestic purposes, and shall not open or use water from the same during the continuance of such fire.

SECTION 17-3-7 DECLARATION OF WATER CONSERVATION POLICY

The purpose and intent of this policy is to conserve the available water supply and protect the integrity of the Town water supply facilities, with particular regard for domestic water use, sanitation, and fire protection. To protect and preserve public health, welfare, and safety, and identify water supply needs and recommend water management and conservation practices to extend current water supplies during short- and long-term emergency situations. To minimize the adverse impacts of water supply shortage or other water supply emergency conditions. Water uses, regulated, or prohibited, under this policy are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties pursuant to Section 17-3-14.

SECTION 17-3-8 WATER CONSERVATION COMPLIANCE

It shall be unlawful for any customer of the Town water department to knowingly make, cause, use, or permit the use of water from the Town for residential, commercial, industrial, agricultural, or any other purpose in a manner contrary to the provisions of this chapter. The provisions of this policy shall apply to all persons, customers, and property utilizing water provided by the Town. The terms, "person" and "customer" as used in the policy include individuals, corporations, partnerships, associations, governments, and other legal entities.

SECTION 17-3-9 AUTHORIZATION

The Town council upon the recommendation of the utilities director is hereby authorized to declare, or rescind, or implement the applicable provisions of this policy upon determination that such implementation is necessary to protect public health, safety, and welfare.

SECTION 17-3-10 PUBLIC NOTICE

The Town will publish appropriate demand stage alert following action by the Town council. Posting will be provided in the local newspaper, on the Town's website, the Town hall, and the Town library. Public outreach to public schools, civic groups, and other adult and child groups will be provided. Business services shall distribute conservation notices in water bill mailing and provide them to the general public at the utility's customer service office.

SECTION 17-3-11 DEFINITIONS

The following terms shall have the following meanings for purposes of this chapter.

Aesthetic water use means water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Allowed days means days on which outside irrigation may be done.

Commercial and institutional water use means water use that is integral to the operation of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, agricultural and office buildings.

Conservation means those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer means any person, company, or organization using water supplied by the Town.

Domestic water use means water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or cleaning a residence, business, industry, or institution.

Industrial water use means the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use means water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

Non-essential water use means water uses that are not essential, nor required for the protection of public health, safety, and welfare, including:

- A. Irrigation of landscape areas, including parks, athletic fields, and golf courses, cemeteries, except otherwise provided by this policy; and
- B. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or vehicle; and
- C. Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas; and
- D. Use of water to wash down buildings or structures for purposes other than immediate fire protection; and
- E. Flushing gutters or permitting water to run or accumulate in any gutter or street; and
- F. Use of water to fill, refill or add to any indoor or outdoor swimming pools or Jacuzzi type pools; and
- G. Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life; and
- H. Failure to repair a controllable leak(s) within a reasonable period after having been given written notice directing the repair of such leak(s); and use of water from hydrants for construction purposes or any other purposes other than firefighting.

Water department means the Town water utility department.

SECTION 17-3-12 INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES

The Town council upon the recommendation of the utility's director is hereby authorized to declare or rescind the demand stage alert levels in conformity with and based upon the delivery

capacity triggers set forth herein below which assess the relationship between demand and municipal safe production capability. Safe production capability is seventy-five (75) percent of the total available water resources, based upon distribution components, storage reserves, weather conditions and historic data. NOTE: The safe production capability may change with summer and winter seasons because of the static water levels in Town wells.

- A. **Monitoring.** All relevant components of the Town water system will be monitored to ensure timely response to water situations including water supply, treatment and distribution system trends and potential constraints. Should trends show that any system is approaching trigger levels, more detailed monitoring will be implemented. At a minimum, during non-critical water supply periods, monitoring and trending will take place monthly. During critical water supply periods the monitoring and trending will take place at least weekly and may be monitored even more frequently.
- B. **Initiation of Drought Response.** When delivery capacity trigger conditions occur, the utilities director shall request the appropriate stage alert level. Meeting or exceeding one (1) or more trigger conditions will be sufficient cause to initiate a corresponding level. Notification of the public will occur.
- C. **Termination of Drought Response.** When an emergency no longer exists, termination of drought measures will be announced through the media and newspapers.

SECTION 17-3-13 DELIVERY CAPACITY

The following demand alert stages are hereby prescribed:

- A. **Delivery Capacity Triggers.**
 - 1. **Stage 1 Excessive Demand Alert.** When production is operated at or above seventy-five (75) percent of available production capacity for five (5) consecutive days.
NOTE: Available production capacity may change with summer and winter seasons.
 - 2. **Stage 2 Water Watch.** When demand is greater than safe production capability for three (3) consecutive days.
 - 3. **Stage 3 Water Warning.** When demand is greater than safe production capability for two (2) consecutive weeks.
 - 4. **Stage 4 Water Emergency.** When water demand exceeds total production capability. A Stage 4 Water Emergency shall require the enactment of additional water use restrictions. These restrictions shall be determined by the Town council in an amount necessary to reduce water demand to a safe level. An emergency may be declared in this instance at the discretion of the Town council.
- B. **Alert Levels.** The following stage alert levels shall govern the use of water by customers of the Town water department as prescribed below:
 - 1. **Stage 1:** Five (5) percent reduction in anticipated water use
 - 2. **Stage 2:** Ten (10) percent reduction in anticipated water use.
 - 3. **Stage 3:** Thirty (30) percent reduction in anticipated water use.
 - 4. **Stage 4:** Fifty (50) percent reduction in anticipated water use.

The Town council may, from time to time, change the established water reduction level(s) or enact additional water conservation or water use reduction measures as may be necessary or appropriate to achieve a desired reduction in water use.

C. Stages.

1. Stage 1: Excessive Demand Alert. Water users are specifically encouraged to minimize waste in water used for irrigation, vehicle and pavement washing, construction and other water consuming activities. No person shall wash paved areas such as drives, sidewalks, tennis courts, or basketball courts. Outside watering shall be prohibited between 10:00 a.m. and 6:00 p.m. Outside watering limited to two (2) hours on designated allowed watering days (see table):

Last Digit of Address	Allowed Water Dates
Even	2nd, 4th 6th, 8th, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, 30th
Odd	1st, 3rd, 5th, 7th, 9th, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th, 31st

2. Stage 2 Water Watch: Water restrictions. The following water uses are restricted or prohibited. In addition to the restrictions set forth in subsection C.1., no person shall:
 - a. Install swimming pools, spas, wading pools or ornamental fountains not to exceed five thousand five hundred (5,500) gallons.
 - b. Wash vehicles on the allowed days unless a bucket and hose with a positive cutoff nozzle is used. No restrictions apply to vehicles that must be washed for public health, safety, or welfare purposes, or to commercial car washes.
 - c. Use water from a fire hydrant except for emergencies or upon the written approval of the utilities director and fire chief; and except for such use associated with firefighting activities, public health, safety, or welfare.
 - d. Prohibit the hosing off of pavement, sidewalks, walkways, parking lots, tennis courts, basketball courts, buildings, or any structures, except for health or safety reasons.
 - e. Plant or install new sod or turf.
 - f. Outside irrigation shall use the following allowed watering days:
 - If your address ends with an even number, water on Monday, Wednesday, and Friday.
 - If your address ends with an odd number, water on Tuesday, Thursday, and Saturday.
3. Stage 3 Water Warning: Water reductions. In addition to the restrictions set forth in Stages 1 and 2, the following water uses are further restricted or prohibited. The following schedule shall be the allowed watering days.

- If your address ends with an even number, water on Wednesday and Saturday.
- If your address ends with an odd number, water on Tuesday and Friday.

No person shall:

- Fill or refill swimming pools, spas, wading pools, or ornamental fountains.
- Wash paved areas or use fire hydrants on a non-emergency basis without written approval of the utilities director and fire chief.

No restaurant shall:

- Serve water unless requested by patrons.
4. Stage 4 Water Emergency. Water curtailments. The following water uses are prohibited. No person shall:
- Do any of the acts prescribed in Stages 1 through 3.
 - Conduct any outside watering with potable water.
 - Use fire hydrants, wash pavements, fill or refill pools, spas, wading pools, or fountains unless for public health, safety, or welfare.
 - Wash vehicles. No restrictions apply to vehicles that must be washed for public health, safety, or welfare, or to commercial car washes.
 - Use potable water for dust control on public or private streets or capital improvement projects.
 - Use potable water in violation of any other restriction deemed necessary by the Town council for the purpose of protecting the welfare of the citizens of the Town.

Depending on the severity of the Stage 4 Water Emergency, the Town council may suspend new water connections.

SECTION 17-3-14 ENFORCEMENT OF DROUGHT RESTRICTIONS

- The customer shall be responsible for complying with these drought restrictions. Those who violate any of these stages of alert will be subject to the penalties in this provision.
- The customer must pay the water bill, including the charge imposed under this section by the due date of the water bill. If the customer chooses to appeal the penalty and the appeal is approved, the disputed charge will be credited on the customer's next water bill. Customers will be notified of any penalties/violations through the regular utility bill mailing process.
 - For a first violation of any stage drought restriction, the customer will be advised in writing and informed that a monetary charge will be added to the water bill for subsequent violations.
 - For a second violation of any stage drought restriction at the same premises, the customer will be advised in writing and a one hundred dollars (\$100.00) charge will be added to the water bill.

3. For a third violation of any stage drought restriction at the same premises, the customer will be advised in writing and a two hundred fifty dollars (\$250.00) charge will be added to the water bill.
4. For a fourth and subsequent violation of any stage drought restriction at the same premises, for violation of any term or condition or for willful violation any drought restriction, the customer shall be advised in writing, and a five hundred dollars (\$500.00) charge will be added to the water bill. In addition, the Town water department may install a flow restrictor on the service line that will remain in place during the irrigation season, April 1st through September 30th, or may suspend service temporarily until the cause of the violation is corrected and all outstanding penalty and water service charges have been paid.

SECTION 17-3-15 APPEAL PROCESS

- A. Any customer subject to a charge for violation of a provision of this chapter may appeal the charge by filing a written notice of appeal to the Utilities Director, within ten (10) days of the violation notice.
- B. The Utilities Director must respond to the appealing customer within ten (10) business days of receipt of an appeal, or the charge will be removed from the account. Notwithstanding the foregoing, if additional research into the account is necessary to assess the grounds of appeal, the Utilities Director may extend this time in his or her discretion as reasonably necessary to obtain accurate information to render the decision. The customer shall be notified of any extended review periods and the decision of the Utilities Director when rendered.
- C. If the Utilities Director denies the appeal, the appealing customer may submit the appeal in writing to the Town Manager within ten (10) business days of the date of the denial by the Utilities Director. The appeal shall be informal and the decision by the Town Manager will be final.

ARTICLE 17-4 CAPACITY FEE PAYMENT PROCEDURES

17-4-1 Purpose

17-4-2 Payment required

17-4-3 Calculation methodologies used to calculate capacity fees

17-4-4 Deposit of capacity fees for water and wastewater utility services

17-4-5 Review of fees

SECTION 17-4-1 PURPOSE

This chapter is adopted for the purpose of implementing a method of cost recovery to provide a source of funding for the Town's continued capital investment in the water and

wastewater systems and to promote the health, safety and general welfare of the residents and non-residents of the Town. The Council shall, by resolution establish capacity fees to be charged by the Town for connections to the Town water or sewer system.

SECTION 17-4-2 PAYMENT REQUIRED

All residential and nonresidential customers seeking connection to the Town water or wastewater system shall pay to the Town the current effective capacity fee based on the meter classification. Such payment shall be made as a condition to the activation of service connection.

SECTION 17-4-3 CALCULATION METHODOLOGIES USED TO CALCULATE CAPACITY FEES

- A. Cost recovery (past) is used in instances when a community has oversized a facility or asset in anticipation of future development. This methodology is based on the rationale that new development is repaying the community for its share of the remaining unused capacity fee.
- B. Incremental expansion method (present) documents the current level of service for each type of public facility. The intent is to use revenue collected to expand or provide additional facilities, as needed to accommodate new development, based on the current cost to provide capital improvements.
- C. Plan-based method (future) utilizes a community's capital improvement plan and/or other adopted plans or engineering studies to guide capital improvements needed to serve customers.

SECTION 17-4-4 DEPOSIT OF CAPACITY FEES FOR WATER AND WASTEWATER UTILITY SERVICES

All moneys received from the water or wastewater capacity fees shall be deposited into separate utility revenue funds to be used for capital expansion, enlargement and improvement of the Town's water and wastewater system and/or for the retirement of debt service, both principal and interest, related to water and wastewater system capital outlay to serve customers.

SECTION 17-4-5 REVIEW OF FEES

The council shall, by resolution, establish water and wastewater capacity fees and updated capacity fees periodically.

ARTICLE 17-5 UTILITY EXTENSION RULES

17-5-1 General rules and regulations applicable to all classes of service

17-5-2 Extensions, construction, and reconstruction of potable water lines

17-5-3 Extensions, construction, and reconstruction of sanitary sewer

SECTION 17-5-1 GENERAL RULES AND REGULATIONS APPLICABLE TO ALL CLASSES OF SERVICE.

A. **Application for Services.**

1. **New Service Customers.** New service customers, located in an area where existing primary lines, mains or sewers abut property and require only construction of services and assuming responsibility for service to a new structure or place which has not had utility service, before a minor change in size of service shall make application during normal business hours at the utility office in 395 S. Main Street, Camp Verde, Arizona 86322.. Customer shall furnish name, billing address, assurance of payment, data on size of service, requested location, legal address of premises, lot and block location, and contemplated construction target date.
2. **Other New Service Customers.** New service customers located in an area where primary lines, mains or sewers do not now exist or require reconstruction of existing facilities shall make application as specified in subsection (A)(1) of this section. Customers in this class and subdividers requiring utility line extensions must follow procedures as set forth hereafter for each utility.

B. **Easement.** A customer, owner and/or subdivider must furnish adequate mutually agreed easements or right-of-way for installation and maintenance of utility lines.

C. **Construction on Customer's Premises.** All construction on customer's premises must be under permit as issued by the building inspector and must be in compliance with all said jurisdictional building codes. Prior to actual service hookup all of the customer's work must be approved and certified in compliance by jurisdictional inspector before a utility service hookup or turn—on is authorized.

D. **Conditions for Providing Service to New Customers.** The utility will not connect any new customers on a new line until said lines are completed and accepted by the Town. The utility will not accept new customers on an existing line if said lines do not have sufficient reserve capacity to accommodate said customers' estimated usage. The utility will not provide service to new customers to any lot or tract unless the following conditions are met:

1. Before service is supplied, the new tract or lot must meet subdivision requirements of the Town or county (whichever has jurisdiction) as to dedication of public rights-of-way and provisions for construction of public improvements including water, sewer, drainage, streets, gas, and electric.

2. A certificate by county or Town must be issued and a copy furnished to the utility certifying that all conditions of subdivision, regulations and public improvements have been met.
 3. All mains must abut property for which service is applied.
 4. Service lines from meter to building are not to exceed one hundred (100) feet and must be of adequate size as per Uniform Plumbing Code.
- E. **Zoning Changes.** Any new customer (after date of these rules and regulations) who applies for service which requires a premises to have larger service as a result of a change of use granted by a zoning change or special use permit, and which results in the requirement of a larger line, main or pipe, shall be obligated to pay for the reconstruction or upgrading of the utility system. Section 17-5-2 Extensions, construction, and reconstruction of potable water lines.

SECTION 17-5-2 EXTENSIONS, CONSTRUCTION, AND RECONSTRUCTION OF POTABLE WATER LINES

A. The following definitions are made for the purpose of this policy section:

Customer. A customer taking service at a given location shall be counted as a single customer even though he or she may be taking service at that location through more than one meter or under more than one rate schedule.

Distribution mains means the street or alley mains required to service customers with domestic and fire service.

Feeder mains means intermediate-sized mains located in grid on approximate quarter section lines and also one-sixteenth section lines in nonresidential areas.

Trunk Mains. Trunk mains consist of that portion of the water system which consists of large pipes serving as a supply main or feeder main and further defined as:

1. Supply mains: The pipes carrying the water supply from Mongini Well Fields to the Town of Camp Verde, and rural distribution mains;
2. Arterial mains: Large mains forming a loop around the Town of Camp Verde and mains on approximate section lines forming the major grid system.

Water Services means the service pipes from a water main to the customer's meter.

B. **Service Areas.**

1. The Town's water system services a portion of the Town, a significant portion of the Yavapai Apache Nation and a small area within Unincorporated Yavapai County. Other private water companies within the Town include Verde Lakes Water Corporation and Cactus State Utility Operation Company. The Town system is a gravity system made up of 7 different pressure zones with pressure reducing valves.

C. **Design Criteria.** The following basic design criteria shall be used for design of all new construction. All water mains shall be designed in accordance with criteria per latest edition of the rules and regulations as promulgated by the Arizona State Board of Health and Department of Health "Minimum Requirements, for Design and Construction of Water Distribution Systems." In addition, the design shall conform to the latest A.W.W.A. Standards along with the requirements of the Town of Camp Verde standard specifications and shall be approved by the Town engineer of the Town of Camp Verde. In addition, the following basic criteria shall be met:

1. Town of Camp Verde: All water mains within the Town of Camp Verde and all areas which, within a reasonable foreseeable future, could or would become part of the Towns by annexation, shall be designed as follows:

- a. Fire Flow. The insurance service office has established fire flow standards for various types of construction, density, and use. All mains shall be designed to meet these standards plus twenty (20) percent capacity allowance for future zoning or use changes.

Fire flow requirements shall be met with a minimum residual pressure of twenty (20) pounds per square inch after deducting a normal peak two-hour customer usage. The design engineer shall submit data on the design criteria and fire flow calculations to the Town engineer for approval. For purpose of peak usage flow in residential districts, the peak two-hour flow shall not be less than four times the calculated wintertime peak two-hour domestic flow. Diversity demand flow data has been calculated for residential users and is available at the Town engineer's office.

- b. Main Sizes Minimum. In general, as a guideline all main sizes must meet flow demands and insure adequate domestic service. Grid system in general shall be as follows:

- i. All mains located on section lines or approximate section lines shall be at least twelve (12) inches in diameter.
- ii. All mains located on quarter or mid-section or approximate lines shall be at least eight inches in diameter for single-family residential districts and at least ten inches in diameter for high density residential and all commercial districts.
- iii. In commercial and high-density residential areas, mains located on the one-sixteenth section line or approximate thereof shall not be less than eight inches in diameter.
- iv. All other internal distribution mains shall be at least six inches in diameter except that smaller mains serving dead-end cul-de-sacs or short laterals may be approved by the Town engineer provided that total service requirements are satisfied. No fire hydrant shall be connected to a main which is less than six inches in diameter.
- v. Fire hydrants shall be set every four hundred (400) feet or closer as determined by the fire marshal.

2. Rural Areas. Design criteria for rural areas shall be as follows:

- a. A subdivision or project desiring or requiring fire hydrant service must meet the same design criteria as set forth for Town of Camp Verde as specified above.
- b. A subdivision, project, or area desiring only water for domestic purposes shall meet the following standards:
 - i. All mains shall be constructed to a standard to provide the peak two-hour flow plus twenty (20) percent to allow for change in use. Mains shall be sized so that the delivered pressure at the customer meter will never be below twenty-five (25) pounds per square inch. The design engineer shall submit design criteria and flow calculations to the Town engineer for approval.
 - ii. Owners of property desiring use or extensions of lines under this paragraph will be required to enter into a written contract or agreement setting forth the

right to service and conditions of service thereof. Said agreement shall be recorded and drawn in form to run with the land as an encumbrance or restriction.

- D. **Extension Limitations.** Approval of all main extensions to serve new areas is limited to the availability of water to the water system. The following guidelines will be as follows:
1. No new area service will be authorized if the usage in the area will exceed the reserve capacity of the water system.
 2. The reserve capacity of the water system will first be allocated to the undeveloped areas within the corporate limits of the Town of Camp Verde.
 3. If the water requirements of the Town of Camp Verde are satisfied and there is water available over and above the requirements of existing rural areas now served, then the Town staff will consider extensions and new service hookups to the rural system.
 4. Existing Rural Mains. No new hookups to existing lines will be allowed unless said lines meet full design criteria as set forth in subsection C of this section for said lines.
 5. Extension of Mains. Any and all mains will not be extended unless the extension with the inclusion of the tributary existing mains meet full design loading criteria set forth in subsection C of this section.
 6. All requests for main extensions must be accompanied by applicant's preliminary plans drawn under the direct supervision of an Arizona registered engineer pursuant to Arizona Revised Statutes 32-142 . Town staff may require forty-five (45) days to examine any main extension request.
- E. **Special Conditions—Extensions.** Due to the fact that elevation affects water service, certain restrictions, and conditions in addition to the above are necessary as follows:
1. Subdividers or developers desiring to install water service into a second- or third-stage service area as outlined in subsection B of this section shall install as part of the development cost the necessary booster pump, storage and other devices to service said area. A contractual agreement with the Town of Camp Verde must be made setting forth the conditions, performance limitations, etc. for said water service. Said agreement shall be recorded and drawn in form to run with the land concerned as an encumbrance or restriction.
 2. No new customer services or extension will be hooked up in a second- or third-stage service area where mains now exist unless the customer signs a limited-service agreement waiving any liability on the part of the utility for pressure, or quantity of water delivered, and unless there exists a reserve capacity in the mains available for limited service without jeopardizing demands of existing customers.
- F. **Financing Lines or Mains.** Main extensions are the responsibility of the subdivider, or the users involved and may be paid for by one or more of the following:
1. Subdividers and/or owners contracting or installing the improvements and furnishing same to the Town of Camp Verde;
 2. Special improvement district formed as per state of Arizona Laws for Town or county special improvement districts (with any Town approvals required granted in the Town's discretion);
 3. Contractual agreement with the Town of Camp Verde setting forth conditions of payment and construction.

- G. **Water Service.** Customer water service shall be constructed to meet Town of Camp Verde standard specifications. That portion of service line on customer's premises on customer side of the meter is the customer's responsibility. The customer must pay for the water service and appurtenances including meter under one of the following conditions:
1. **New Mains and Mains in New Areas.** The subdivider or owner at the time of construction of water mains shall construct all service in accordance with locations as shown on the approved drawings.
 2. **Existing Mains.** The Camp Verde municipal utilities, upon payment of costs in advance, will tap main and run the water service to the meter. Customer must provide space on his or her property within three feet of property line nearest to main for installation of meter and meter box. The Camp Verde municipal utilities may allow an approved licensed contractor to tap main and run service line. Permit and drawings must be approved in advance by Camp Verde municipal utilities.
- H. **Temporary Facilities.** Temporary customers or others using temporary facilities shall pay for all temporary facilities installed and be credited for salvaged materials removed.

SECTION 17-5-3 EXTENSIONS, CONSTRUCTION, AND RECONSTRUCTION OF SANITARY SEWER

- A. The following definitions are made for the purpose of this policy section:

Customer. A customer using sanitary sewer service at a given location shall be counted as a single customer even though he or she may be using sewer at that location for more than one building or facility.

Trunk Sewer. Trunk sewer consists of a large sewer pipe normally larger than eight inches in diameter that receives or is capable of receiving sanitary wastes from more than one tributary branch or lateral sewer.

- B. **Service Area.** The service areas are divided into three basic geographic areas as follows:

1. **First stage:** That area presently now being served by gravity fall and potential area within Town of Camp Verde which can be serviced by a gravity fall sewer;
2. **Second stage:** That area now being served by a lift station and potential area which can be served by a lift station, raising sanitary wastes into the first stage system;
3. **Third stage:** That area and potential area which can be served by a lift station raising sanitary wastes into the second stage system.

- C. **Design Criteria.** The following basic design criteria shall be used for all new construction. All sanitary sewer mains shall be designed in accordance with criteria as per latest edition of the rules and regulations as promulgated by the Arizona Board of Health and the Department of Health "Minimum Requirements for Design and Construction of Sanitary Sewers." In addition, the design shall be approved by the Town engineer of the Town of Camp Verde and the following basic design criteria shall be met:

1. In commercial and industrial areas, the design engineer shall submit flow calculations to the Town engineer for approval prior to completing design of sewer;
2. In all areas the design engineer must submit to the Town engineer for approval, calculations of potential flow from area to be served as well as flow from future areas to be served.

- D. **Extension Limitations.** Approval of all sewer extensions to serve new areas is limited to the availability of capacity in the connecting system. The following guidelines will be followed:
1. New area service will be authorized if the usage in the area will exceed the reserve capacity of the sanitary wastewater disposal system.
 2. The reserve capacity of the sanitary wastewater system will first be allocated to the vacant areas now having access to a lateral sewer who have paid for their share of said lateral sanitary sewer.
 3. The reserve capacity of a trunk sewer will first be allocated to the district which participated by an assessment levy or payment of costs.
 4. A new area to be developed will only be allowed to connect lateral mains and hookup services to the extent that the reserve capacity of the connecting sewer is sufficient to handle the flow.
 5. All requests for main extension must be accompanied by applicant's preliminary plans drawn by an Arizona registered engineer.
 6. Town staff may require forty-five (45) days to examine any main extension request.
- E. **Special Condition Extensions.** Due to the fact that certain areas require lift stations, conditions, and limitations in addition to the above are necessary as follows:
1. Subdividers, developers, or owners desiring to install sanitary sewer service into a second- or third-stage serve area as outlined in subsection C of this section shall install as part of the development cost the necessary lift pump, lift station and devices to service said area.
 2. Subdividers, developers, or owners desiring to install sanitary sewer service in an area where the discharge is into an abutting subdivision sewer whose reserve capacity is not sufficient shall install, as part of the development cost, the necessary trunk connection to a location where the reserve capacity does exist.
- F. **Financing Mains and Appurtenances.** Trunk and lateral mains and appurtenances are the responsibility of the subdivider and/or owners and users involved and may be paid for by one or more of the following:
1. Subdividers and/or owners contracting or installing the improvements and furnishing same to the Town;
 2. Special improvement district formed as per state of Arizona laws for Town special improvement districts (with any Town approvals required granted in the Town's discretion);
 3. Contractual agreement with the Town of Camp Verde setting forth conditions of payment and construction.
- G. **Sanitary Sewer Service.** The customer sewer from his or her premises to the lateral sanitary sewer is the responsibility of the customer and/or owners both for construction and maintenance. All construction shall meet the Town of Camp Verde building codes, plumbing division. The customer must apply for a permit and be granted same prior to construction.
- H. **Temporary Facilities.** Temporary customers or others using temporary facilities shall pay for all temporary facilities installed and be credited for salvage materials and removed.



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15th, 2024

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

Requesting Department: Finance **Staff Resource/Contact Person:** Mike Showers

Agenda Title (be exact): Discussion, consideration & possible approval of Resolution 2024-1141, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2024-25 and superseding Resolution 2023-1110.

List Attached Documents: 1) Resolution 2024-1141, 2) Report on Reasons for Increases and 3) FY25 Proposed Town Fee Schedule

Estimated Presentation Time: 2 mins

Estimated Discussion Time: 5 mins

Reviews and Comments Completed by:

- Town Manager: _____ Department Head: _____
- Town Attorney Comments: _____
- Risk Management: _____
- Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____
Comments: _____

Background Information: Per Town Code, the Town fees must be reviewed and adopted each year by Resolution. The attached fee schedule will become effective July 1, 2024. The proposed fees were posted on the Town website on March 12th, 2024.

Recommended Action (Motion): Move to approve Resolution 2024-1141, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2024-25 and superseding Resolution 2023-1110.

Instructions to the Clerk: Process the Resolution.

RESOLUTION NO. 2024-1141

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ADOPTING THE 2024-2025 CONSOLIDATED FEE SCHEDULE FOR TOWN SERVICES, USE OF TOWN FACILITIES, PERMITS AND LICENSES; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY.

WHEREAS, the Town Council of the Town of Camp Verde is authorized to establish fees for Town services, use of Town facilities, permits, licenses, and other rates or charges in compliance with A.R.S. § 9-499.15 and A.R.S. § 9-511.01; and

WHEREAS, new and/or increased fees have been noticed as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Town of Camp Verde, Arizona that the 2024-2025 Consolidated Fee Schedule attached hereto as Exhibit “A” and incorporated herein by this reference is adopted.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions in conflict with this Resolution are repealed.

BE IT FURTHER RESOLVED, that this Consolidated Fee Schedule will become effective as of July 1, 2024.

BE IT FURTHER RESOLVED, that if any section, subsection, sentence, clause, phrase, or portion of this Resolution 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.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Arizona this 15th day of May 2024.

Dee Jenkins, Mayor

ATTEST:

Virginia Jones, Acting Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney

Town of Camp Verde

FY25 Proposed Fee Increases Reasoning by Department

Public Works Department Fees

Engineering

- *Site Plan Review*: Increased due to additional admin cost, additional staff, and additional projects being built requiring additional review time.
- *Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)*: Increased due to additional admin cost, additional staff, and additional projects being built requiring additional review time.
- *Construction Plans and Grading Plans (Civil grading and drainage)*: Increased due to additional admin cost, additional staff, and additional projects being built requiring additional review time.
- *As Built Plan Review*: Increased due to additional admin cost, additional staff, and additional projects being built requiring additional review time.
- *Plat Review (Preliminary & Final plat reviews)*: Increased due to additional admin cost, additional staff, and additional projects being built requiring additional review time.

Right of Way

- *Encroachment permit*: Increased cost to cover staff and travel time.
- *Right of Way Permits (excluding utility companies)*: Increased cost to cover staff and travel time.
- *After the Fact Right of Way Permit*: Covers additional administration and field staff time to get an approved permit, which usually causes an inconvenience and delay on other projects.

Miscellaneous Plan Review

- *Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews*: Increased due to additional admin cost, additional staff, and additional projects being built requiring additional review time.

Signs

- *New Private Road Street Signs (per sign, includes installation)*: Increase due to overall material increase nationwide.

Wastewater Department Fees

Inspection Fees

- *Single Family Residence*: Increased to cover the cost of administration increase and field hours required to complete the tasks.
- *All Other*: Increased to cover the cost of administration increase and field hours required to complete the tasks.
- *Plan Review*: New fee to cover admin cost.

Other Fees

- *Late Fee*: Standardize the cost of late fees by account not amount past due and increased admin costs.
- *Reclaimed Water (per 1,000 gallons)*: New fee to recover a small amount of usage and delivery costs.

Water Department Fees

Inspection Fees

- *Single Family Residence*: Recover admin costs, replicating identical fees from Wastewater.
- *All Other*: Recover admin costs, replicating identical fees from Wastewater.
- *Plan Review*: New fee to cover admin cost.

Capacity Fees

- *See the attached Capacity Fee Report and Supplement 1 from GettingGreatRates.com.*

Service Charges

- *Meter Reread (Waived if original incorrect)*: Increased to cover the cost of administration increase and field hours required to complete the tasks.
- *On-site Meter Test (Waived if Faulty)*: Changed the Fee title from “*Meter Test (Waived if Faulty)*”.
- *Pull & Send Meter Testing (Waived if faulty)*: New fee to cover admin cost.
- *Service Call*: Changed the Fee title from “*Temporary Turn Off*”.
- *Service Call (After Hours)*: Changed the Fee title from “*Temporary Turn Off (After Hours)*”.

Town of Camp Verde

FY25 Proposed Fee Schedule

	2023-24	2024-25
	Approved 8/2/2023, Effective 9/1/23	Department Proposed Changes
Copy/Duplication Fees (All Departments Except Municipal Court)		
Duplication Rates		
Black & White (8.5 x 11 or 11 x 17)	\$0.15	
Color (8.5 x 11 or 11 x 17)	\$0.65	
Large Format (greater than 11 x 17) per page	\$5.00	
Recordings on CD (from Clerk's office only)	\$5.00	
Jump Drive (for copying records request or other large files)	\$10.00	
Public Records Request (per page)	\$1.00	
Public Records Electronic Request	No Charge	
Commercial Public Records Request	\$45 per hour - \$100 minimum charge	
Clerk's Office		
Notary Fees		
	No Charge	
Publicity Pamphlet		
	\$200.00	
Business License Fees		
Business License Fee/Inspection/Setup Fee	\$50.00	
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	
Special Event Vendor (Waived for non-profits)	\$25.00 Per Event	
Renewal of Existing Current Business License		
Business License Fee (annual)	\$25.00	
Name/Address Change in Addition to Annual Fee	No Charge	
Liquor License Permits		
Application/Posting/Inspection Fee	\$250.00	
Business License (annually) + the following:		
Series 01 through 14 and Series 16 & 17	\$50.00	
One-time Special Event Permit	\$50.00	
Temporary Extension of Premise	\$25.00	
Permanent Extension of Premise	\$50.00	

Public Works

Site Plan Review	\$225.00 per applicable sheet (1st & 2nd Reviews)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report (includes first 2 reviews; \$150 for each subsequent review)	\$250.00 per report (includes first 2 reviews) \$250 for each subsequent review
Construction Plans and Grading Plans (Civil grading and drainage)	\$225 per applicable sheet (includes first 2 reviews; \$250.00 for each subsequent review)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review
As Built Plan Review	\$91.00	\$250.00 per applicable sheet
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews; \$150 for each subsequent review)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review
Right of Way:		
Encroachment permit	\$291.00	\$295.00
Right of Way Permits (excluding utility companies)	\$50.00	\$70.00
After the Fact Right of Way Permit	\$100.00	\$150.00
Miscellaneous Plan Review:		
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$100.00 per applicable sheet	\$250.00 per applicable sheet
Any Additional inspections	\$50.00 per inspection	
Public Improvement Construction Inspection	\$225.00	
Signs:		
New Private Road Street Signs (per sign, includes installation)	\$120.00	\$220.00
Adopt-a-road Street Signs (per sign, includes installation)	\$150.00	

Finance Department

Non Sufficient Funds (NSF) Check Charge	\$13.00	
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Municipal Court

ARS §22-404		
Minimum Clerk Fee	\$17.00	
Research in Locating a Document	\$17.00	
Record Duplication	\$17.00	
Per Page Fee	\$0.50	
Special Fees		
Injunction Against Harassment	No charge	
Domestic Violence Order of Protection	No charge	
Civil Traffic Default Fee	\$50.00	
Warrant Fee	\$150.00	
Municipal Court Enhancement	\$20.00 per charge	
Court Appointed Counsel Fee	\$25.00 per case	

Deferral fee (\$1.00 - \$500.00)	1.00 - 500.00
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Library

Card Replacement	\$3.00
Equipment Overdue Fees	\$5.00 per day
Non-CV Library Overdue items (inside county)	Varies by Library
Non-CV Library Overdue items (outside county) (per- day)	\$1.00
Lost items	Replacement Cost

Marshal's Office

Vehicle Impound Administrative Hearing	\$150.00
911 Tape	\$15.00
Photographs	\$15.00
Local Background Checks	\$10.00
Training Room Fee for all private and profit organizations	
4-8 hours (waived for non-profits.)	\$25.00
Less that 4 hours (waived for non-profits)	\$15.00

Animal Shelter

Impound Fee - where any of the following exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$30.00
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Animal Shelter (Cont'd)

Impound Fee - where any of the following don't exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$50.00
Additional Fee per night	\$10.00

Animal License Fees

Altered Dog	\$12.00
Unaltered Dog	\$24.00
Licensing late fee each month Jan 31 each year	\$5.00

NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.

Parks & Recreation

Heritage Pool Fees

Adults (18 & over):	
Per Visit	\$3.00
10 Visits	\$25.00

Season Pass	\$80.00
Children:	
Per Visit	\$2.00
10 Visits	\$16.00
Season	\$60.00
Family Pass (Immediate Family Only)	
10 Visits	\$40.00
Season - open swim & Family nights only	\$150.00
Swim Lessons	
Swim Lessons (30 minutes) two week session 4 days a week	\$25.00
Pool Rental Fee	
Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$90.00
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$110.00
Private picnic area - when pool is open	\$20/hr
Reservation Fee	\$100.00
Pool Specialty Classes	
Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.	25% / 75%
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.	20% / 80%
Parks & Recreation Facility Fees - General	
<p>Class A - Town co-sponsored groups, non-profits, churches, schools, civic groups, government agencies, and organizations or individuals holding an open not-for-profit event.</p> <p>Class B - Private events for individuals or groups using the facilities in a clearly not-for-profit manner.</p> <p>Class C - Profit making individuals, groups or organizations.</p> <p>Class D - Groups meeting ARS 9-500.14 definition about election or policy positions</p>	
Deposits	
Key Deposit (all classes) (per key)	\$110.00
Key Card Deposit (all classes) (per key card)	\$40.00
Banner Pole Fee	
Class A	No Charge
Class B	\$25.00
Class C & D	Not Allowed
Gym Tables	
Class A	No Charge
Class B, C & D first 30 tables	No Charge - Included with Fee

Class B, C & D over 30 tables	\$5.00 per table over 30	
Chairs (if available)		
Class A	No Charge	
Class B, C & D first 100 chairs	No Charge - Included with Fee	
Class B, C & D over 100 chairs	\$1.00 per chair over 100	
Meeting Room Fee		
Class A	No Charge	
Class B (per hour-2hr min / per day)	\$15 / \$60	
Class C (per hour-2hr min / per day)	\$25 / \$100	
Class D (per hour-2hr Min)	\$25.00	
Rooms have tables & chairs on an "as available" basis for no additional charge		
Electrical Use Fee		
Park/Gazebo/Ramada - Class A	No Charge	
Park/Gazebo/Ramada - Class B w/Bounce house or Band	\$20.00	
Park/Gazebo/Ramada - Class C	\$20.00	
Park/Gazebo/Ramada - Class D - w/Bounce House, band or equipment	\$20.00	
Field power connection	\$20.00 per power post	
Ball Field Lights (24-hour cancellation notice required)		
Class A	No Charge	
Class B	\$10.00 per hour per field	
Class C & D	\$20.00 per hour per field	
Specialty Classes		
25% of fees to Town / 75% to Instructor (adult). Fees to be determined by instructor.	25% / 75%	
20% of fees to Town / 80% to Instructor (youth). Fees to be determined by instructor.	20% / 80%	
Outfield Fencing Fee		
Class A	No Charge	
Class B & D	\$75.00 per field	
Class C	\$75.00 per field	
Sports Fields: Butler Park & Community Center Fees		
Class A	No charge	
Class B (per hour/per day)	\$25 / \$75	
Class C & D (per hour)	\$40.00	
Sports Fields: Sports Complex		
Class A	No Charge	

Class B	\$35.00 per hour or \$140.00 per day per field
Class C	\$60.00 per hour or \$240.00 per day per field
Class D	\$60.00 per hour per field
Restroom Fee - Class A & B	No Charge - Included w/ field
Restroom Fee - Class C & D	\$50.00 per day
Damage deposit	\$300.00 per field
Concession Stand - Sports Complex	
Class A up to 4 hours	No Charge
Class A over 4 hours	\$20.00 per day
Class B	\$40 per 4hr block or \$80 per day
Class C	\$80 per 4hr block or \$160 per day
Class D	\$20/hour w/ min \$80
Damage/Cleaning Deposit	\$200.00
Gym Fees	
Class A - less than 100 attending	No Charge
Class A (per hour-2hr min/per day) - more than 100 attending	\$25 / \$150
Class B (per hour-2hr min/per day)	\$50 / \$300
Class C (per hour-2hr min/per day)	\$100 / \$500
Class D (per hour-2hr min)	\$100/hour
Cleaning/Damage Deposit - All Classes	\$500.00
Gym Floor Preparation Fee	
All Classes	\$75.00
Park Ramada, Gazebo or Town Ramada Fee	
Class A	No Charge
Class B	No Charge
Class C	\$75.00
Class D	\$15 per hour w/ min \$75
Kitchen Fee	
Class A	No Charge
Class B -4 Hour	\$25.00
Class B (per day)	\$75.00
Class C - 4 Hour	\$50.00
Class C (per day)	\$100.00
Class D	\$15 per hour w/ min \$100
Kitchen cleaning fee (if dirty after use)	\$50.00

Community Development

Board of Adjustment & Appeals		
Appeal (Refundable if decision over-turned)		\$540.00
Variance (Commercial)		\$865.00
Variance (Residential)		\$540.00
Additional Variance/Same Application		\$60.00
General Plan Amendment		
Minor		\$1,840.00
Major		\$1,840.00
Map Change for Zoning (ZMC)		
Base Fee (Traditional Rezone)		\$1,840.00
Each additional acre over 5 acres	\$100/acre up to \$ 25k max	
Rezone to PAD		\$5,000.00
Each additional acre over 5 acres	\$200/acre up to \$25k max	
Land Use Applications		
Minor Land Division		\$310.00
Lot Line Adjustment		\$310.00
Accessory Dwelling Unit Rental Permit		\$160.00
Residential Temporary Use or Dwelling Permit		\$155 / \$55 Renewal
Commercial Temporary Use or Dwelling Permit		\$215 / \$55 Renewal
Development Standards Review - Commercial/Industrial	\$2,500 plus \$10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee	
Development Standards Review - Multifamily, RV, Lodging	\$2,500 plus \$10/unit, RV space or room (\$15k max) plus Fire Marshal Review Fee	
Zoning Verification (previously Verification Letter)		\$260.00
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)		\$1,840.00
Subdivision Plats		
Administrative Conceptual Plan Review (Subdivisions)		No Fee - \$0
Preliminary Plat (for 10 lots or less)		\$2,165 plus Fire Marshall Review Fee
Each lot over 10 lots		\$13.00
Preliminary Plat (for 10 lots or less) if with a ZMC Plus Fire Fee		\$1,080 plus Fire Marshal Review Fee
Each lot over 10 lots		\$13.00
Final Plat (for 10 lots or less)		\$1,515.00
Each lot over 10 lots		\$13.00
Amended Plat (for 10 lots or less)		\$905.00
Each additional lot over 10 lots		\$13.00

Time Extensions	\$325.00
Community Facilities District	As determined by the Town Manager
Planned Area Development (PAD)	
Final Site Plan PAD Review	\$1,000 plus Fire Marshal Review Fee
Major Amendment	50% of Rezone to PAD Fee plus Fire Marshal Review Fee
Minor Amendment	\$500.00
Use Permits	
Open Space Uses	\$1,840 plus Fire Marshall Review Fee
Residential Uses	\$1,840 plus Fire Marshall Review Fee
Commercial (C1 & C2)	\$1,840 plus Fire Marshall Review Fee
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,840 plus Fire Marshall Review Fee
Mobile/Manufactured Home Parks (for 10 spaces or less)	\$1,840 plus Fire Marshall Review Fee
Each additional space up to 100 spaces	Plus \$20 / space up to 100 spaces
Each additional space over 100 spaces	Plus \$13 each additional space
RV Parks	\$1,840 plus Fire Marshall Review Fee
Cost per space up to 100 spaces	\$17.00
Each additional space over 100 spaces	\$13.00
Mining (5 acres or less)	\$1,080.00
Each additional acre up to 50 acres	Plus \$60 / acre up to 50 acres
Each additional acre over 50 acres	Plus \$13 / additional acre
Continuance of Hearing	
Before Advertising (Applicants Request)	\$165.00
After Advertising (Applicants Request)	\$325.00
Sign Permits	
Zoning Clearance	\$110.00
Building Review	\$65.00
Illuminated	\$80
	Note: Each Permit Includes up to (2) Signs, plus \$30 for each additional Sign. Includes up to (2) Inspections.
Flags / Banners	No Fee
A Frame Sign	No Fee
Mural	\$55.00
Miscellaneous	
Abandonments and/or Reversion to Acreage	\$1,840 plus Fire Marshall Review Fee
Street Name Change (Citizen Initiated)	\$540.00
Underground Utilities Exemption	\$215.00

Wireless Communication		
Administrative Review		\$540.00
Applications requiring Special UP towers less than 99'		\$1,945.00
Towers 100 to 199'		\$2,270.00
Towers 200' and above		\$2,920.00
Zoning Clearance for Building Permits		
Residential single family dwelling (includes Manufactured and Factory-Built/Modular Buildings)		\$190.00
		\$90.00
Residential remodel \ Accessory structure	Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
Zoning Clearance for Building Permits (Cont'd)		
		\$110.00
Commercial Remodel \ Accessory structure	Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
New Commercial (includes Factory-Built/Modular Buildings)		\$325.00
Investigation Fee (Installing accessory structure, sign, fence, outdoor lighting, or other structures requiring zoning clearance or conducting activities requiring a land use permits without an authorized permit)	Equal to the cost of the Zoning Clearance Fee and/or Land Use Fee	
<p>THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.</p>		
GRADING PERMIT FEES		
50 Cubic Yards or Less		\$62.00
51 to 100 Cubic Yards		\$83.00
101 to 1,000 Cubic Yards		\$105.00
1,001 to 10,000 Cubic Yards	\$215.00 for the first 1,000 Cubic Yards plus \$16.50 for each additional 1,000 Cubic Yards	
10,001 to 100,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	
100,001 Cubic Yards or More	\$990.00 for the first 100,000 Cubic Yards plus \$55.00 for each additional 10,000 Cubic Yards	
BUILDING PERMIT FEES		
Total Valuation		

NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.

\$1.00 TO \$500.00	\$47.00	
\$501.00 TO \$2,000.00	\$47.00 for the first \$500.00 plus \$4.25 for each additional \$100.00 or fraction thereof	
\$2001.00 to \$25,000.00	\$108.00 for the first \$2,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof	
\$25,001 to \$50,000.00	\$476.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof	
\$50,001.00 to \$100,000.00	\$784.00 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00 or fraction thereof	
\$100,001.00 to \$500,000.00	\$1,217.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof	
\$500,001.00 to \$1,000,000.00	\$3,997.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof	
\$1,000,001.00 and up	\$6,982.00 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof	
Other Building Fees		
Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee	
Inspection Outside of Normal Business Hrs	\$100.00 Per Hour/1 Hour Minimum*	
Re-Inspection Fee (After 2 failed inspections)	\$80.00 Per Inspection	
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$80.00	
Building Plan Review Fee	65% of Bldg Permit Fee	
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee	
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$180.00	
Other Building Fees (Cont'd)		
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$65.00 / Hour - 1 Hour Minimum*	
Plan Review Fee for Prefabricated Sheds Not Exceeding 500 Square Feet	\$100.00	
Outside Plan Review Or Inspection (For Use Of Outside Consultants and/or Fire Marshal Plan Reviews, Inspections, Or Both**)	Actual Cost**	
Building Permit Application Extension Fee (One Time Extension)	\$25.00	

Building Permit Extension Fee (One Time Extension)	\$25.00	
Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00	
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$500.00	
NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.		
Deposits For Building Permit Applications		
Commercial Projects	Equal To Building Plan Review Fees Plus Engineer Plan Review Fees Plus Fire Plan Review Fees Plus Sanitary Plan Review Fees Plus Zoning Clearance Fees	
New Single/Multi-Family Residence	\$250.00	
Residential Projects Less Than \$5,000.00	\$25.00	
Residential Projects \$5,000.01 to \$10,000.00	\$80.00	
Residential Projects \$10,000.01 to \$25,000.00	\$100.00	
Residential Projects \$25,000.00 or More	\$250.00	
NOTE: Deposits are due at the time of submittal and are NON REFUNDABLE.		
Refunds		
Building Plan Review Fees (Once Plan Review Has Begun)	No refund	
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit	
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$50.00 or 25%, Whichever is greater	
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25.00 or 25%, whichever is greater.	
Valuation Data		
Residential (New Single and Multi-FamilyResidences, Excludes Moblie/Manufactured Homes)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Detached Residential Accessory Buildings/Structures		
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$24.00	
Shade/Mare Motel (per sq ft)**	\$13.00	
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$24.00	
Carport (per sq ft)**	\$19.00	

Gazebo/Ramada (per sq ft)**	\$21.00	
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	
Stairs (per sq ft) (regardless of square footage)	\$11.00	
Attached Residential Accessory Buildings/Structures		
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (per sq ft)**	\$24.00	
Carport (per sq ft)**	\$19.00	
Balcony (per sq ft)**	\$21.00	
Covered Patio at Grade Level (per sq ft)**	\$21.00	
Covered Deck Elevated (per sq ft)**	\$21.00	
Open Deck Elevated (per sq ft)**	\$21.00	
Screened Porch Under Existing Roof Cover (per sq ft)**	\$10.00	
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	
Stairs (per sq ft)	\$11.00	
Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
**PLUS ANY UTILITIES INSTALLED		
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.		
Commercial (New Building)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Accessory Buildings/Structures (New)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Alteration/Remodel Of Existing Structure (Tenant Improvements)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Demolition of Any Existing Structure (Residential or Commercial)		
Up To Two (2) Structures On Same Assessor's Parcel Number	\$90.00	
More Than Two (2) Structures On Same Assessor's Parcel Number	\$90.00 For the First Two (2) Structures plus \$30.00 For Each Structure Thereafter	
Fireplace/Free Standing Stove/Inserts (Other than New Construction)		
Concrete or Masonry	\$415.00 (Includes Plan Review)	
Pre-Fabricated Metal (Free standing/Inserts Pellet, Wood, Gas or Electric)	\$155.00 (Includes Plan Review)	
Block/Retaining Wall		
(Measured from bottom of footing to top of wall; Retaining Walls over 4' require engineered plans)		(Length x Height = Sq Footage)

Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$20.00	
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$15.00	
Roof Structure Replacement (includes trusses, rafters, sheeting and roofing material)	Applicant's Valuation OR \$16.00 a Sq.Ft. Whichever Is Greater	
Shell Building	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
<p>Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.</p>		
Swimming Pool/Spas		
In Ground Pool (Includes Utilities)	Applicant's Valuation OR \$60.00 a Sq.Ft. Whichever Is Greater	
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR \$3500.00 Whichever Is Greater	
On/Above Ground Pool (Pre-fabricated, Flat Fee) * Plus Any Utilities Installed	\$165.00	
On/Above Ground Spa (Flat Fee, Utilities Included)	\$220.00	
Above Ground Water Tank (Over 5,000 Gallons)		
A. Residential	\$105.00	
B. Commercial	\$540.00	
UTILITIES/EQUIPMENT		
New Construction or Addition		
Plumbing (per sq. ft)	\$4.50	
Electrical (per sq. ft)	\$3.50	
Mechanical (per sq. ft)	\$3.50	
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR Cost Per Sq. Ft. Listed Above Whichever Is Greater	
Residential Over the Counter Permits		
Electrical	\$90.00	
Mechanical	\$90.00	
Plumbing	\$90.00	
Building	\$90.00	

Residential Over the Counter Permits (Cont'd)		
Combo (Any Combination Of The Above)	\$90.00 Flat Fee Plus \$30.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)	
Solar Installation, Wind Turbines, Generators		
Residential	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater. Plus Building, Zoning & Fire Marshal Plan Review Fees.	
Commercial	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	
MISCELLANEOUS EQUIPMENT		
Fire Alarm		
Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	
Kitchen Type I or II Hood System		
	Applicant's Valuation OR \$6000.00, Whichever Is Greater, Plus Fire Marshal Fees	
Fire Suppression		
Commercial	Applicants valuation or \$2.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.	
Residential	Applicants valuation or \$2.00 a sq. ft. Whichever is greater plus Fire Marshal Fees.	
Commercial/Residential Retrofit	Applicants valuation or \$2.50 a sq. ft., Whichever is greater, plus Fire Marshal Fees.	
Tower New Installation		
Up to \$6,000	\$206.00, Plus Applicable Plan Review Fees	
\$6,001 or More	Applicant's Valuation OR \$205.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees	
Co-Locate Existing Tower		
Up to \$6,000	\$180.00, Plus Applicable Plan Review Fees	
\$6,001 or More	Applicant's Valuation OR \$180.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees	
Mobile / Manufactured Housing		

Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.	
NOTE: Designated Fees below (*) are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.		
*Residential Manufactured Home Set	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Manufactured Home - Plan Review	\$180.00	
*Residential Factory Built/Modular Building	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Factory Built/modular - Plan Review	\$180.00	
*Commercial Factory Built/Modular Building	See OMH Fee Schedule (Includes Three (3) Inspections)	
Commercial Factory Built/Modular Building - Plan Review	\$180.00	

Wastewater Fees

Monthly User Fees		
Single family residence, Apartments	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit	
Commercial	As of 1/1/24: \$5.35 per UPC discharge fixture unit As of 1/1/25: \$6.35 per UPC discharge fixture unit	
All other	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit	
Residential Connection Fees		
Single family residence		\$1,750.00
Multiple family residence		\$1,750.00 per residential unit
New Residential Subdivisions		\$1,750.00 per lot
Commercial Connection Fees		
Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities		\$350.00 per room
(Rooms equipped with kitchen facilities shall be treated as single-family residential units)		\$1,750.00 per room
Retail		\$.25 per square foot, \$1,750.00 minimum
Office		\$.50 per square foot, \$1,750.00 minimum
Restaurant, Bar		\$30.00 per seat
Warehouse, Manufacturing		\$.25 per square foot, \$1,750.00 minimum
Inspection Fees		
Single family residence		\$80.00
All other		\$100.00 per hour; 2 hour minimum
Plan Review	New	\$78.00 per hour (1 hour minimum)
		\$150.00
		\$150.00 per hour (2 hour minimum)
Other Fees		
Late Fee	\$5.00 or 1 1/2% of balance, whichever is greater	\$10.00
Account Transfer Fee		\$35.00
Availability Fee		\$50 per month
Return Check Fee		\$13.00
Reconnection Fee	\$1,750.00 plus actual costs incurred by Town	
Annexation Fees	Actual cost incurred by Town	
Plan Review Fees	Actual cost incurred by Town	
Septage Fees		\$0.14 per gallon
Broken Hauler Station Card	Free if broken card returned, otherwise \$25.00	
Lost Hauler Station Card		\$25.00
Reclaimed Water (per 1,000 gallons)	New	\$2.25

Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).		\$0.01 per gallon
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Water Fees

Monthly Usage Charge		
5/8" x 3/4" Meter		As of 1/1/24: \$27.55 As of 1/1/25: \$31.95
1" Meter		As of 1/1/24: \$58.00 As of 1/1/25: \$67.30
1 1/2" Meter		\$75.00
2" Meter		As of 1/1/24: \$203.00 As of 1/1/25: \$235.50
3" Meter		As of 1/1/24: \$214.60 As of 1/1/25: \$248.95
4" Meter		As of 1/1/24: \$261.00 As of 1/1/25: \$302.75
6" Meter		As of 1/1/24: \$406.00 As of 1/1/25: \$470.95
8" Meter		As of 1/1/24: \$696.00 As of 1/1/25: \$807.35
Gallonge Charge Per 1000 gallons		
up to 5,000 gallons	As of 1/1/24: \$3.35	As of 1/1/25: \$3.90
5,001 to 10,000 gallons	As of 1/1/24: \$4.00	As of 1/1/25: \$4.65
10,000 to 50,000 gallons	As of 1/1/24: \$5.50	As of 1/1/25: \$6.40
50,001 gallons and above	As of 1/1/24: \$7.00	As of 1/1/25: \$8.10
standpipe		Remove
Service Line and Meter Installation Charges		
5/8" Meter		\$600.00
1" Meter		\$700.00
1 1/2" Meter		\$850.00
2" Meter		\$1,305.00
3" Meter		Cost
4" Meter		Cost
6" Meter		Cost
8" Meter		Cost
Hydrants (Non-Refundable)		Cost
Use of hydrants and/or hydrant meters for residential, commercial or construction customers	\$200.00 plus a \$1,500.00 refundable deposit	

Relocation of hydrant meter		\$100.00	
Inspection Fees			
Single family residence		New	\$150.00
All other		New	\$150.00 per hour (2 hour minimum)
Plan Review		New	\$78.00 per hour (1 hour minimum)
Capacity Fees			
In-Town			
5/8" Meter		New	\$4,000.00
3/4" Meter		New	\$4,000.00
1" Meter		New	\$8,277.00
1 1/2" Meter		New	\$15,405.00
2"Meter		New	\$23,958.00
2 1/2" Meter		New	\$36,788.00
3" Meter		New	\$46,767.00
4" Meter		New	\$72,427.00
6" Meter		New	\$143,706.00
8" or Greater (Compound, Class I)		New	\$229,240.00
8" or Greater (Turbine, Class I)		New	\$400,308.00
Out-of-Town			
All above meter sizes		New	150% of In-Town Capacity Fees
Service Charges			
Establishment		\$50.00	
Establishment - After Hours		\$70.00	
Reconnection Fee		\$50.00	
Reconnection (After Hours)		\$70.00	
NSF Check		\$13.00	
Meter Reread (Waived if original incorrect)		\$10.00	\$40.00
On-site Meter Test (Waived if faulty)		\$100.00	
Pull & Send Meter Testing (Waived if faulty)		New	Cost of Testing
Reestablishment (within 12 months)		Minimum Tariff of non- usage months	
Deffered Payment (per month)		1.50%	
Late Payment Penalty (per month)		1.50%	
Moving Customer Meter (At customers request)		Cost	
Service Call (changed from "Temporary Turn Off")		\$50.00	
Service Call (After Hours) (changed from "Temporary Turn Off (After Hours)")		\$70.00	
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering		\$100.00 per offense plus any part damages	

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Agenda Item Submission Form – Section I

Meeting Date: May 15, 2024

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

Requesting Department: Finance **Staff Resource/Contact Person:** Mike Showers

Agenda Title (be exact): Discussion, consideration and possible approval of the FY25 debt levy certification to Yavapai County for \$617,651, acting as the Trustee to the Camp Verde Sanitary District.

List Attached Documents: 1) Certification to Yavapai County, 2) Notice of Debt Levy

Estimated Presentation Time: 2 mins

Estimated Discussion Time: 5 mins

Reviews and comments Completed by:

- Town Manager: _____ **Department Head:** (See Background info)

Town Attorney Comments: These debt service payments were incurred under Title 48 and will continue to be until the debt is gone in July of 2032. The Town Council is acting as a Trustee for this debt and must certify to the County the amount necessary to collect for payment of interest and principal on the outstanding debt.

Risk Management: _____

Finance Department
Fiscal Impact: _____
Budget Code: _____ **Amount Remaining:** _____
Comments: _____

Background Information: The rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. The calculations are based on the valuation of the District which fluctuates annually. This debt will continue to be paid by the District and is not a debt shared by the Town.

Recommended Action (Motion): Approve the FY25 debt levy certification to Yavapai County for \$617,651, acting as the Trustee to the Camp Verde Sanitary District.

Instructions to the Clerk: None.

YAVAPAI COUNTY



SPECIAL TAXING DISTRICT TAX LEVY CONFIRMATION FORM

FISCAL YEAR _____

NAME OF DISTRICT: _____

TAX LEVY REQUIRED: \$ _____

BOND DEBT SERVICE LEVY REQUIRED: \$ _____
(use only if you have bonded indebtedness)

COMMUNITY FACILITIES DISTRICTS (CFD):
(for City and/or Town Municipality use only)

<u>NAME OF CFD</u>	<u>TAX RATE REQUIRED</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Prepared By: _____ Title: _____

Date: _____ Telephone Number: _____

E-mail Address: _____

This form is not supported by Google Chrome or Microsoft Edge. Please open this form using Internet Explorer or FireFox Web Browsers. Please use the **submit button**, located in the upper right hand corner, above to send this form to Brenda Peterson, Administrative Assistant, Yavapai County Board of Supervisors.

We will need preliminary district information no later than June 25, 2018, in order to include your information on the July 3, 2018, tentative budget hearing schedule. If you have questions, please contact Brenda Peterson at 928-771-3200.

NOTICE OF PROPOSED DEBT SERVICE LEVY for FY25

The Town of Camp Verde will be discussing

The proposed debt service levy for FY25

On May 15, 2024 at 6:30 pm in the Council Chambers

at 473 S. Main St., Room 106, Camp Verde, AZ

Interested parties are invited to attend and present their comments

FY2024-25

Debt Service Budget of the Camp Verde Sanitary District

Amount to be certified:

Debt Reduction Levy of \$1.7451 per \$100 of Net Assessed Value of \$35,393,769

Debt Service Levy: \$617,651

WIFA Debt Service Budget: \$617,651

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Agenda Item Submission Form – Section I

Meeting Date: May 15, 2024

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

Requesting Department: Finance **Staff Resource/Contact Person:** Mike Showers

Agenda Title (be exact): Discussion, consideration and possible approval of the FY25 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District’s WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.

List Attached Documents: 1) Notice of Special Assessment Debt

Estimated Presentation Time: 2 mins

Estimated Discussion Time: 2 mins

Reviews and comments Completed by:

- Town Manager: _____ **Department Head:** (See background info)
- Town Attorney Comments:** _____
- Risk Management:** _____
- Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments: _____

Background Information: The rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. This debt will continue to be paid by the District until July of 2032 and is not a debt shared by the Town.

Recommended Action (Motion): Approve the FY25 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District’s WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.

Instructions to the Clerk: None.

SPECIAL ASSESSMENT DEBT

Council will be discussing and approving the special assessment

For FY25 Sanitary District Debt Service payments

Special Assessment Levy: \$ 222,057

WIFA Debt Service Budget: \$ 222,057



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Public Works

Staff Resource/Contact Person: Martin Smith, CIP Project Manager; Ken Krebbs, Public Works Director; Ben Bassous, Tierra Verde Builders

Agenda Title (be exact): Discussion, Consideration, and Possible approval of Change Order 21 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of (\$7,094.35).

List Attached Documents: Tierra Verde Builders Change Order 21

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews and comments Completed by:

Town Manager: Gayle Mabery Department Head: Ken Krebbs

Town Attorney Comments: _____

Risk Management: _____

Finance Department
Fiscal Impact: _____
Budget Code: 04-800-20-804000 **Amount Remaining:** \$1,303,813.13
Comments: _____

Background Information: This Change Order is a final deductive change order reducing the overall contract amount owed to Tierra Verde Builders. This change order removes several line items that were removed from the scope of the project, but never formally removed from the contract. With this change order, the final payment amount for Tierra Verde Builders is lowered to \$158,526.42.

Recommended Action (Motion): Move to approve Change Order 21 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of (\$7,094.35).

Instructions to the Clerk: None



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-21
Date: 04/24/2024
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Base Bid 76 – No drinking fountain circuit installed (-\$274.35)
- Base Bid 90 – kick plate conveyor belt not installed but additional rail installed – (\$960.00)
- Alt 1-49 - kick plate conveyor belt not installed but additional rail installed – (\$960.00)
- CO-4 – We did not do the asphalt patch – (\$4,900.00)

Original Contract Sum: \$3,382,566.00

Net Change by this Change Order: (-\$7,094.35)

New Contract Sum: \$TBD

Tierra Verde Builders
Contractor

Town of Camp Verde - Owner
Owner

Signed  _____

Date 04/24/2024 _____
