



## Employee Handbook

2018

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# Introduction

Colorado Civil Infrastructure, Inc's (CCI) Employee Handbook (the "Handbook") has been developed to provide general guidelines about CCI's policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including CCI's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Colorado Civil Infrastructure at any time, without advance notice.

Colorado Civil Infrastructure will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Colorado Civil Infrastructure's employees. Further, Colorado Civil Infrastructure expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with all company members and the general public.

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# Commitment to Safety

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## Colorado Civil Infrastructure Safety Policy

It is the policy of **Colorado Civil Infrastructure** that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. **Colorado Civil Infrastructure** requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the organization's policy manual.

The designated safety coordinator — Brenda De La Torre — for **Colorado Civil Infrastructure** is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to these concerns within 2 business days.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator, other members of our management team, and I will participate with you in ongoing safety and health program activities.

### Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

### Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

Executive's Signature:

Brenda De La Torre

Date:

1-8-18

# Safety Coordinator

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## Colorado Civil Infrastructure Safety Coordinator Responsibilities

Brenda De La Torre is the designated safety coordinator for **Colorado Civil Infrastructure** and is the primary contact for safety-related matters. All employees are encouraged to bring any unsafe conditions or practices to the attention of their supervisor. Supervisors will communicate these concerns to the safety coordinator, who will respond to these concerns within 2 business days.

### THE PRIMARY RESPONSIBILITIES OF THE SAFETY COORDINATOR ARE TO:

- Oversee implementation of the organization's safety program.
- Lead by example.
- Coordinate the new employee orientation and safety training programs.
- Integrate safety into the day-to-day activities of all employees.
- Annually review the organization's safety policy and safety rules and update as necessary.
- Maintain accurate records and routinely report the results of workplace accident and injury trend analyses.
- Recommend actions to reduce the frequency and severity of accidents and illnesses.
- Assist the organization in complying with government standards concerning safety and health.
- Assist supervisors with accident investigations, including hazard identification and corrective actions.
- Conduct periodic safety inspections to identify unsafe conditions and practices and determine remedies.
- Make recommendations to management on matters pertaining to safety.
- Facilitate the development and maintenance of job hazard analyses.

Executive's  
signature:

Brenda De La Torre

Date

:

1-8-18

Safety  
Coordinator's  
signature:

Brenda De La Torre

Date

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1-8-18

# Workplace Commitments

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## Equal Opportunity Employment

Colorado Civil Infrastructure, Inc provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Colorado Civil Infrastructure, Inc complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CCI will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee of CCI may have violated the EEO policy should report the possible violation to a supervisor.

If CCI determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

## Anti-Harassment Policy

Colorado Civil Infrastructure, Inc expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CCI's employees to perform their job duties may result in discipline up to and including discharge.

CCI's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

It is also against CCI's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

If you believe you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Colorado Civil Infrastructure, you should report the incident immediately to your supervisor.

If CCI determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

## **Drug-Free/Alcohol-Free**

Colorado Civil Infrastructure Inc. is committed to protecting the safety, health and well-being of its employees and all people who come into contact with its workplace and property. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, we are committed to ensuring a substance-free working environment for all of its employees.

We therefore strictly prohibit the illicit use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants or controlled substances in any amount or in any manner. In addition, Colorado Civil Infrastructure strictly prohibits the abuse of alcohol or prescription drugs.

Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution.

## **Company Policy and Procedures**

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### **Code of Professional Conduct**

This company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

### **Dress Code**

Construction sites are a dangerous place. Therefore, employees must adhere to the construction industry's Personal Protective Equipment (PPE) guidelines. All employees are required to wear, at the minimum, eye protection, work boots, work gloves, hard hat, and ear plugs. Shirts must also have sleeves.

If an employee is in violation of this policy, he/she will be subject to the following disciplinary action:

1. Warning;
2. Write-up; then
3. Fine of \$50.00.

In the event this continues, an employee is subject to an additional fine of \$100.00 and possible termination.

### **Payday**

Paychecks (or electronic deposits) are distributed every Friday. The paycheck will reflect work performed the week prior to distribution. Mandatory deductions include federal and state withholding tax, and other withholdings.

Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced. The company reserves the right to charge a replacement fee for any lost paychecks. Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any changes in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to a Supervisor immediately.

## **Company Property**

Company property, such as equipment, vehicles and authorized credit cards are not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

## **Privacy**

Employees and employers share a relationship based on trust and mutual respect. However, all documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

## **Personnel Files**

The company maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

# **Employment Classifications**

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## **Exempt or Non-Exempt**

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the company. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

## **Part-Time or Full-Time Status**

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 33 receive part-time classification. Part-time employees may be eligible for employee benefits as described in this handbook. Regular employees who work at least 33 receive full-time classification.

# Attendance Policies

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## General Attendance

Hours may vary depending on work assignment and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact their assigned supervisor.

The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action.

Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

## Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives 15 minutes after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

In the event an employee is running late, please notify a supervisor immediately. Anything else may be subjected to termination.

“No call, no show” will be considered as voluntary termination on behalf of the employee.

## Breaks

Breaks and meal periods are dependent on the designated supervisor and assigned project’s work schedule.

## Overtime

Overtime pay, which is applicable only to Non-Exempt employees, is for any time worked in excess of 40 hours in a work week. Overtime rate is one and one-half time (1½) the employee’s straight time rate.

# Leave Policies

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## Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on an unpaid basis to all employees.

## Family and Medical Absence

Colorado Civil Infrastructure Inc will provide unpaid and paid absences to certain employees for serious health conditions of the employee or an immediate family member, or for childbirth or adoption. An employee who assumes the role of caring for a child is also entitled to receive parental rights to family leave, regardless of the legal or biological relationship.

To take family or medical absence, you must provide CCI with appropriate notice. Compensation will be based on the specific circumstances of an employee’s standing.

Please note the Family and Medical Leave Act (FMLA) only applies to employers who have at least 50 employees. If you have questions or concerns regarding this policy, please consult with key personnel.

## **Holidays**

Employees are entitled to the following paid holidays:

Thanksgiving Day  
Christmas Day

## **Jury Duty**

In accordance to Colorado Department of Labor and Employment, all eligible employees are entitled to receive their regular wages, up to \$50 per day, for the first three days of jury service. After the third day, all jurors receive \$50 per day from the state.

Part-time employees who have been employed for more than 3 months are also entitled to this benefit.

## **Voting**

All employees are entitled to participate in government elections.

Employees who have 3 or more non-work hours available during the hours polls are open on election day are not entitled to time off.

Prior election day, an employee may request up to 2 hours of paid time off to vote.

## **Military Leave**

All eligible employees who belong to the Nation Guard or U.S. reserves is entitled to up to 15 days of unpaid leave per calendar year for training with the U.S. Armed Forces without loss of vacation, bonuses, advancements or other advantages of employment.

# **Work Performance**

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## **Expectations**

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

## **Reviews**

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

Employees may also request a pay increase at any time. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company.

## **Insubordination**

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination. If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

## **Workplace Violence**

Colorado Civil Infrastructure, Inc. provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

### **Prohibited Conduct**

Colorado Civil Infrastructure, Inc] does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited and grounds for termination:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **Reporting Procedures**

Any potentially dangerous situations must be immediately reported to a supervisor or the human resource (HR) department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. Colorado Civil Infrastructure, Inc will actively intervene at any indication of a possibly hostile or violent situation.

## **Discipline Policy**

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### **Grounds for Disciplinary Action**

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

## **Procedures**

Disciplinary action may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

## **Cell Phone Use**

Private cell phone use during a work hours will not be permitted. Strict disciplinary action will be taken to ensure the safety of all employees.

In the event of an emergency, please notify your supervisor immediately. All employees are also permitted to provide company contact information to their spouse or significant other in the event they need to get a hold of an employee.

If an employee is in violation of this policy, he/she will be subject to the following disciplinary action:

4. Warning;
5. Write-up; then
6. Fine of \$50.00.

In the event this continues, an employee is subject to an additional fine of \$100.00 and possible termination.

## **Termination**

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required to return all equipment, keys, credit cards or other property belonging to the company that are in the employee's possession, custody or control to his/her supervisor.

# **Workplace Safety**

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## **Management Commitment and Involvement**

The management of this organization is committed to providing employees with a safe workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries and unsafe conditions to their supervisors. Such reports will not result in retaliation, penalty or other disincentive.

Employees are required to comply with all company safety rules and encouraged to participate in identifying ways to make our company a safer workplace. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation and maintenance of our workplace safety program has been assigned to the designated supervisor at the time of your work shift.

The following safety policy is provided only as a guide to assist employers and employees in complying with the requirements by Occupational Safety and Health Administration (OSHA). It is not intended to supersede the requirements of the standards.

## **Safety and Health Training**

Workplace safety orientation and compliance begins on the first day of initial employment. Each employee has access to this handbook which summarizes all safety guidelines.

Supervisors will provide necessary training to all assigned job tasks and observe employees performing the task for compliance of all safety procedures.

All safety rules, policies and procedures will be reassessed specific to an assigned project. Individual employees may be required to attend supplemental training and certifications.

## **Safety Inspections**

It is up to all employees to maintain safe working conditions. Checklists for safety inspections ensure that important items are not overlooked. Inspections identify areas of risk.

## **Preventative Maintenance**

Preventative maintenance on all equipment are scheduled to prevent breakdowns that can create hazards. All preventative maintenance should be documented and tracked to completion.

During preventative maintenance, employees are required to document damage or wearing of parts or other equipment so as to repair or replace parts *before* they cause a failure or injury.

## **First-Aid Procedures**

First-aid kits are kept in all service vehicles. If you sustain a minor injury or are involved in an accident requiring minor treatment, please inform your supervisor and administer first-aid treatment to the injury as necessary.

For all other work-related injuries requiring professional medical assistance, proceed to the posted medical facility located in the first-aid kit. Please inform your supervisor and provide all details for the completion of an accident investigation report.

## **Accident Investigation**

Accident investigation reports must be submitted to a supervisor within 24 hours of an accident.

**OSHA requires employers to report any/all of the following within 8 hours of an incident:**

- **Fatalities**
- **Any incidents which requires hospitalization of 3 or more employees.**

**OSHA Central Telephone Number: 1-800-321-6742**

## Safety Rules, Policies and Procedures

The safety rules contained below are prepared to protect you in your daily work. Employees are to follow these rules, review them periodically and use good common sense in carrying out assigned duties.

**For detailed safety guidelines regarding any of the provided information, please refer to the OSHA Handbook located in the main office.**

### FALLS

- Wear a fitted harness and always stay connected.
- Use guardrails or lifelines.
- Inspect all fall protection equipment before use.

### LADDERS

- Position ladder so the side rails extend at least 3 feet above the landing.
- Secure side rails at the top to a rigid support and use a grab device when 3 foot extension is not possible.
- Before each use, inspect ladders for cracked or broken parts.
- Do not apply more weight on the ladder than it is designed to support.

### ELECTRICAL

- Be aware of overhead powerlines and buried power line. Post warning signs.
- Stay at least 10 feet away from overheard power lines.
- De-energize ground lines when working near them.

### TRENCHING AND EXCAVATION

- Make sure all trenches are sloped for stability or create a stepped benched grade (Type B soil only) or shielded by a trench box.
- Excavated or other materials and equipment must be at least 2 feet back from the edge of a trench.
- Exits must be within 25 feet in a trench.

### MOTOR VEHICLE SAFETY/HIGHWAY WORK ZONE

- Use of traffic control plan as required.
- Seat belts and rollover protection should be used on equipment and vehicles as stated by the manufacturer.

### HAZARDOUS CHEMICALS

- Check labels on all chemicals before use.
- Use necessary protective wear when handling substances.
- Review Material Safety Data Sheet (MSDS).

### HAND AND POWER TOOLS

- Use all hand and power tools according to specific standards as stated by manufacturer.

### SILICA STANDARD

- Ensure proper water use when handling all silica material.
- Use protective face wear.

### CONCRETE AND MASONRY PRODUCTS

- Use well-fitted gloves.
- Wash your hands after use.
- Protect arms by wearing long sleeve shirts.

## CRANES AND HOISTS

- Inspect all lifting gear for damage before use.

## CONFINED SPACES

- Be aware of surroundings and exits.
- Follow confined space protocol.
- Remove hazards before entering.

## **Workplace Security**

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Report any suspicious activity to a supervisor immediately.

## **Emergency Procedures**

In the event of an emergency, dial 911 immediately.

## Designated Medical Providers

**To:** All Employees

**From:** Management

**Date:** \_\_\_\_\_

**Subject:** Designated Medical Providers for Work-Related Injuries and Illnesses

All employees must obtain treatment of work-related injuries and illnesses from one of the following medical providers:

**1. Name:** Concentra – CO – Tech Center  
**Address:** 11877 E Arapahoe Rd. Suite 100  
**City, State & Zip:** Centennial, CO 80112  
**Phone:** 303-792-7368

**2. Name:** Midtown Occupational Health  
**Address:** 2490 W 26<sup>th</sup> Ave. Suite 300A  
**City, State & Zip:** Denver, CO 80211  
**Phone:** 303-831-9393

**3. Name:** SCL Physicians – Stapleton  
**Address:** 2807 Roslyn Street  
**City, State & Zip:** Denver, CO 80238  
**Phone:** 303-403-6400

**4. Name:** Carenow Urgent Care and Occ Med  
**Address:** 1405 E Evans Avenue  
**City, State & Zip:** Denver, CO 80210  
**Phone:** 720-449-8050

In the event of a life- or limb-threatening emergency, the injured employee will be sent to the nearest emergency medical facility. One of the medical providers designated above must provide all follow-up care.

**If an unauthorized medical provider treats an employee, the employee will be responsible for payment for said treatment.**

I have read and am fully aware of the organization's policy regarding medical treatment for work-related injuries and illnesses. I further understand that I must immediately report any work-related injury to my supervisor.

# Claims Management Procedures

## Colorado Civil Infrastructure Claims Management Procedures

- 1) In the event of a work-related injury or illness, the injured worker must report it to his/her supervisor immediately.
- 2) If the injured employee needs immediate medical attention, he/she will be driven or sent to the nearest hospital or clinic.
- 3) Once notified of an injury, the supervisor will give the injured worker a copy of the Designated Provider List Notification Letter. *Be sure to have the employee sign and date this letter. Keep a copy in your personnel files and give a copy to the employee.*
- 4) If the injury is not an emergency, an appointment will be made with the injured worker's selection of the designated medical provider as soon as possible.
- 5) Report the claim within 24 hours to Pinnacol Assurance. This can be done on Pinnacol's website ([www.pinnacol.com](http://www.pinnacol.com)), by phone at 800.873.7242, or by fax at 800.361.5000.
- 6) In the event of a work-related fatality, OSHA (800.321.6742) must be notified within eight hours and work-related in-patient hospitalizations, amputations, or an employee's loss of an eye must be reported to OSHA within 24 hours.
- 7) In the event of an injury that results in a fatality or an accident in which three or more employees are injured, the Colorado Division of Workers' Compensation (303.318.8700) must be notified immediately.
- 8) Documented accident investigations will be conducted following all work-related injuries. The supervisor or safety coordinator will be responsible for interviewing the injured employee and all witnesses.
- 9) Management will use information from the accident investigation to identify and implement changes that may help prevent future incidents.
- 10) For an employee who is not working due to an injury, management will contact the injured employee at least once a week to answer questions, keep the injured employee informed of organization activities and discuss return-to-work options.
- 11) Following an injured worker's medical visit, the employer will obtain a copy of the medical providers' status report.
- 12) Modified duty procedures will be as follows:
  - The employee's supervisor will determine if the employee can return to his/her regular job duties within his/her medical restrictions.
  - If the employee is unable to return to regular job duties, the supervisor will determine if the employee's position can be temporarily modified to accommodate the restrictions.
  - If the job cannot be modified, management will evaluate other tasks the employee may be able to perform until the employee is released to regular work duty or placed at maximum medical improvement (MMI).
  - If the employee is unable to return to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee returns to work as soon as possible.
- 13) If required, an entry will be made on the OSHA 300 Log for all cases involving medical treatment.
- 14) Complete records will be kept for all workers' compensation claims.

Claims Administrator's signature:



Date:



# Benefits

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## **Paid Time Off**

The company provides, as a benefit, paid time off/vacation for all eligible employees. All requests for time off are to be made utilizing the “Request for Information” (RFI) form and in advance to a supervisor, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full day basis.

## **Health Insurance**

The company makes group health insurance available to eligible employees and their family members. Eligible employees are full time employees who have worked for three (3) months.

## **Worker’s Compensation**

As required by law, the company provides workers’ compensation benefits for the protection of employees with work-related injuries or illnesses. Workers’ compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee’s responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers’ compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee’s report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses. A separate insurance company administers the worker’s compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers’ compensation is available from the Office Manager.

# Termination Policies

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## **Voluntary Termination**

The company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provide two weeks advance notice in writing. This request does not alter an employee’s at-will relationship with the company. All rights and privileges of employment with the company terminate upon the date of separation.

## **Final Paycheck**

Employees who are terminated will be given their final paycheck immediately. An employee who quits will be given their final pay check at the time of the next regularly scheduled pay date. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.

## **Exit Interview**

The company may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company.

# Acknowledgement of Receipt for Employee Handbook

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## Employee Copy – Keep with Handbook

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and owner/office manager.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

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(Signature of Employee)

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(Date)

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(Company Representative)

# Acknowledgement of Receipt for Employee Handbook

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## Employer Copy – Detach and Retain for Records

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and owner/office manager.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

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(Signature of Employee)

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(Date)

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(Company Representative)