

A RESOLUTION OF THE REPUBLICAN RIVER WATER CONSERVATION DISTRICT

(To Allow Employees a Flexible Work Location at Certain Times)

RESOLUTION NO. 24-01

RECITALS

WHEREAS, the Republican River Water Conservation District ("District") was created pursuant to section 37-50-103(1), C.R.S.; and WHEREAS, the District is managed and controlled by its Board of Directors ("Board"); and

WHEREAS, improvements in technology that allow remote working have created certain opportunities not previously available; and

WHEREAS, the Board would like to provide the employees the ability, at certain times, to continue to work full time but not be required to perform that work in the District's physical office; and

WHEREAS, the Board will provide this opportunity to its employees and such opportunity may be revoked by the Board in its sole discretion.

RESOLUTION

NOW, THEREFORE, be it resolved by the Board of the District that it adopts the following policy:

1. The work week for all employees will continue to be 40-hours per week, from 8:00 am to 4:30 pm each day Monday through Friday, and no changes to the work week specified in the Employee Manual is changed by this Resolution.
2. On each day Monday through Friday, the General Manager, the Finance and Office Manager, or the Administrative Assistant will be available to the public at the District office from 8:00 am to 12:00 pm and by appointment from 12:00 pm to 4:30 pm.
3. The General Manager, the Finance and Office Manager, and the Administrative Assistant will coordinate their schedules to accommodate meetings outside of the District office, sick time, vacation time and other duties to assure, to the maximum extent possible, one of them will be physically present in the District office from 8:00 am to 12:00 pm, Monday through Friday except when the District office is closed due to unsafe travel conditions due to inclement weather.
4. On each day Monday through Friday, the General Manager, the Finance and Office Manager, or the Administrative Assistant will be available by telephone and/or email from 8:00 am to 4:30 pm, except when in a meeting outside of the District office or on leave.
5. The adoption of this policy does not alter the Employee Manual in any manner and does not create or establish any right, privilege, or interest in the continuation of this policy.

6. This policy will be reviewed by the Board annually.

RESOLVED this 3rd day of January, 2024.

ATTEST:

BOARD OF DIRECTORS
REPUBLICAN RIVER WATER
CONSERVATION DISTRICT

Kristen M. Schneider
Secretary

Podung Z. Feng
President