

March 4, 2026

Alexx Rice

Alexx:

You are being separated from City employment effective March 4, 2026. As you know, all employment with the City is at-will, meaning that either the employee or the City may terminate the relationship at any time, with or without cause or prior notice. Although the City has just cause to terminate your employment and has stated its reasons below, the City relies upon its right of employment at will and does not waive this right by stating its reasons for this termination decision.

This separation is a result of continued lack of performance in your job. The continued lack of performance has been fully outlined in the included memo from the Chief of Police. These performance issues have been addressed in prior verbal reprimand conversations with your supervisors, a personal improvement plan (PIP) established for you, as well as written discipline on December 22, 2025. You were informed in all of these discipline conversations and documents that immediate and sustained improvement was expected in the areas addressed and your performance, and that any further incidents may result in additional discipline up to and including termination.

There are several items to bring to your attention:

- **Change to Payroll Form** – This shows that your last day of full-time employment is March 4, 2026. A copy of the Change to Payroll form is included for your records.
- **Unemployment Compensation Benefit Notification Notice** – This is a notification regarding the availability of unemployment compensation benefits.
- **Keys, Credit Card, Equipment, ID Badge** – You will immediately return all City-issued keys, equipment, ID badges and any other City property to the Chief of Police, Debra Funston on March 4, 2026.
- **401(a) & 457(b) Retirement Plans** – I have notified Standard of your separation from City employment. If you have questions please contact Alex Maurer, at (970)361-3874 or The Standard Customer Service at (800)858-5420. Based on the vesting schedule with Standard for the PD Money Purchase Plan, you are 20% vested in that plan.
- **Medical/Dental/Vision Insurance Coverage** – Your medical, dental and vision coverage will continue through March 31, 2026. I have notified County Health Pool of your separation from City employment. Enclosed for your records are the County Health Pool Change Form, Coverage Continuation Notice, Statement of COBRA Rights, and Certificate of Group Health Plan Coverage.

These are the current monthly premiums for the medical, dental and vision insurance you currently have:

HDHP 2500 Plan	Medical	Dental	Vision
Employee only	\$1,040.00	\$38.30	\$6.10
Employee + 1 dependent	\$1,949.00	\$76.45	\$12.15
Family	\$2,398.00	\$99.50	\$15.85

Please be aware that the County Health Pool will charge an additional administrative fee of approximately 2 percent for continuation of benefits under COBRA. County Health Pool will mail COBRA enrollment paperwork to you. Please follow the instructions in that paperwork to avoid a lapse in coverage. You are responsible for payment of the COBRA to County Health Pool. You may contact Betty Apt, our CHP plan administrator, at (303)861-0507 or via email at bapt@ctsi.org with any questions.

- **Life Insurance** – Your group term life insurance will continue through March 31, 2026. You may be eligible to continue your life insurance coverage. If you wish to receive information about continuing your coverage, please complete the enclosed Anthem Life Request for Group Life Conversion Information and mail it to Anthem Life at the address on the request form. Your conversion rights are described in the enclosed Group Life Insurance Certificate.
- **Vacation & PD Floating Holiday Payout** – As of March 4, 2026 you have 99.47 hours of vacation and 86 hours of PD Floating Holiday leave. This does take into account vacation hours that will accrue on the last paycheck. But this does not take into account any vacation hours used during the last pay period. Final calculations will be made and paid on your final paycheck. The City will pay you for your unused vacation and PD Floating Holiday leave on your final paycheck as described below. This payout is subject to Federal and State taxes.
- **Final Paycheck** – Your final paycheck will be made via direct deposit by March 20, 2026. This check, reflecting pay period ending date March 14, will include all earned but unused vacation and PD Floating Holiday leave, as well as compensation for all time worked for the period March 1 through your last day worked, March 4. All pay is subject to Federal and State taxes.
- **Pay Statements and W2** – Access to your pay statements and W2 forms will only be available electronically through your ADP account.
- **Exit Interview** - If you wish, please complete the Exit Interview form and return it to me at your convenience.

Please call me if you have questions about any of this. The City wishes you well in your new endeavor.

Sincerely,

Patrick Waller
City Manager
City of Rifle