

Q1 2024 PPM Updates - Detailed

The following pages include proposed updates to the Sworn Policies and Procedures Manual and the Civilian Policies and Procedures Manual as detailed below:

Legally Required Changes

PPM Update

POLICY NUMBER/TITLE**Sworn Policy #11 & Civilian Policy #21
– Sick Leave**

Change Requested By: Human Resources

Description of Change: Updated reasons for using Healthy Families and Workplaces Act (HFWA) leave

Reason for Change: HFWA was updated in 7/2023 to include new acceptable uses for sick leave.

Markup for Council:

SICK LEAVE

The City of Colorado Springs provides sick leave for employees to promote health and wellness. It is important to the organization that employees are able to take the time they need to care for themselves or their families during illness or injury. Employees must use paid sick leave for qualifying reasons prior to taking other leave types or leave without pay unless an exception is made by the Department Head and Chief Human Resources and Risk Officer (unless State or Federal laws allow or require differently).

An employee on personal sick leave shall not perform any activities, including other employment, self-employment, sports, hobbies, etc., which may impede recovery from the injury/illness.

Accrual of Sick Leave

Forty-hour regular and probationary employees shall accrue sick leave at the rate of 9.33 hours per month of continuous employment. Sick leave may be accrued to a maximum of 1056 hours, plus current year accrual.

24-hour regular and probationary employees shall accrue sick leave at the rate of 13.07 hours per month of continuous employment. Sick leave may be accrued to a maximum of 1479 hours plus current year accrual.

Employees transferring from 40-hour to 24-hour status will have their current vacation and sick leave multiplied by 1.4. Vacation and sick leave balance for transfers from 24-hour to 40-hour status will be divided by 1.4.

Healthy Families and Workplaces Act

The first 48 hours of sick leave used per calendar year falls under the Healthy Families and Workplaces Act (HFWA). Under the HFWA, employees may use sick leave for:

- **Absences caused by illness, injury, temporary disability (including pregnancy), medical exams or medical treatment,**
- **Certain reasons related to domestic abuse (reference Policy #23 Leave of Absence),**
- **Grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member,**
- **Care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or**
- **Evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.**

~~absences caused by illness, injury, temporary disability (including pregnancy), medical exams or medical treatment, certain reasons related to domestic abuse (reference Policy #23 Leave of Absence), or due to a public health emergency in which a public official has ordered closure of the employee's place of business or school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child.~~

This **HFWA related** leave may be used for the employee or the employee's family member including family members related by blood, marriage, civil union, common law marriage, adoption, a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, and any person whom the employee is responsible for providing or arranging health or safety related care.

In the event of a public health emergency as defined in the HFWA, employees may be granted up to an additional 80 hours of paid sick leave in accordance with and for the purposes stated in the HFWA.

Physician's Statement

During the first 48 hours of sick leave during a calendar year, a physician's statement supporting the use of sick leave and/or the ability to return to work may be required by the employee's immediate supervisor or manager after the employee has been on sick leave for at least four consecutive workdays. A physician's statement may be required by Human Resources

as permitted by FMLA and is not subject to the four consecutive workdays limitation mentioned above.

General Sick Leave Policies

After the first 48 hours of sick leave is used in a calendar year, employees may only utilize sick leave for mental or physical illness, injury, serious health condition, temporary disability (including pregnancy), medical exams or medical treatment unless otherwise limited by policy (reference Policy #30 Workers' Compensation and Policy #26 Family Medical Leave/Family Care Act).

To be eligible for paid sick leave, the intended use of sick leave must be reported to the immediate supervisor a minimum of one hour prior to the start of each scheduled workday or prior to leaving the work site. In the case where treatment, surgery, or other regimen are scheduled in advance, at least 30 days-notice must be given to the supervisor, or as soon as practicable. If the employee is unable to contact the supervisor in the case of an emergency, every effort should be made to have another party contact the supervisor. An employee who fails to give proper notification may be subject to disciplinary action. The Chief, in the case of an extended illness, may grant an exception to this policy.

Sick Leave for Family Care

After the first 48 hours of sick leave is used annually, employees may utilize up to 12 weeks of accrued sick leave per calendar year for the care of an immediate family member's illness, injury, serious health condition, temporary disability (including pregnancy), medical exams or medical treatment. Immediate family is defined as spouse, parent, guardian, child, brother, sister, grandparents, or grandchild, as well as these relatives' in-law, step or half, or any other family member residing in the employee's household. Employees married under common law rules are required to have an approved common law affidavit on file with Benefits and Wellness in order to utilize sick leave to care for common law family members.

Physician's Statement

An employee's supervisor or manager may request a physician's statement supporting the use of sick leave and/or the ability to return to work any time an employee uses sick leave after their first 48 hours of sick leave in a calendar year. The supervisor should consult with Human Resources prior to requesting a physician's statement for absences to verify use of the first 48 hours of sick leave and to determine whether the absence is FMLA or ADA related.

Options Upon Sick Leave Exhaustion

Employees must use their accrued sick leave for the reasons listed above prior to using any other type of paid leave. When accrued sick leave, accrued vacation, accrued personal holiday

time, accrued compensatory time, and award time have been exhausted, the employee may request the following:

- Sick Leave Advance: Up to 240 hours of sick leave with pay may be advanced to full-time and part time regular, probationary, and special employees upon the approval of the Department Head and Human Resources. If an employee separates from City employment prior to completing the repayment, the remaining amount will be deducted from the final paycheck or repaid in accordance with arrangements made through the Finance Office. Sick leave advance is not available for Worker's Compensation leave.
- Sick Leave Without Pay: Sick leave without pay may be granted when illness, injury, or convalescence has exhausted all paid leave. An employee request for such leave must include a physician's prognosis and estimated date of return. Prior to return, an employee must provide Human Resources a physician's statement certifying that the employee is released to resume assigned duties.
- In some circumstances, employees may be eligible for vacation donation upon leave exhaustion. Refer to policy 20 – Vacation Donation, for more information on this topic.

After considering the specifics of the employee's request and the impact of the employee's continued absence on the operations, the employee's supervisor, in consultation with Human Resources, may approve the request or separate the employee, subject to FMLA or other legal requirements. Managers are required to consult with Human Resources for guidance concerning granting requests for sick leave without pay.

Reassignment After Sick Leave Without Pay

Employees returning from a period of sick leave without pay who cannot perform the essential functions of their position should refer to Policy #34, Americans with Disabilities Act (ADA) and Pregnancy Accommodations, and follow the outlined procedures, if applicable.

Holidays During Sick Leave

For all employees who work an annual schedule of 2080 hours, holidays observed by the City that fall within a period of sick leave shall not be charged as sick leave. In cases where the length of the employee's normal workday exceeds that of the holiday, the hours in excess of the holiday shall be charged to sick leave.

Payment For Unused Sick Leave Upon Termination, Retirement, or Death

Upon retirement the employer will make a contribution to the Retirement Health Savings Plan (RHS) for accumulated sick leave, not to exceed 720 hours, or 1008 hours for a 24-hour

employee. Retirement is separation from employment for reasons of age and service or medical condition for which the employee is eligible to receive an immediate pension benefit from a City pension plan. To be considered retired, the employee must also have made application for retirement prior to the date of separation.

For employees who elect to receive a deferred vested pension and who have at least 20 years of covered service, the following will occur upon termination:

- The employer will make a contribution to the Retirement Health Savings (RHS) plan for accumulated sick leave, not to exceed 720 hours or 1008 hours for a 24-hour employee.
- Employees will be eligible to start using the RHS on the date that they are retirement eligible. Employees with full coverage insurance provided by a spouse or other employment will be excluded from the mandatory RHS plan.
- Cash payments shall be made at the rate of base pay at the date of termination or retirement and shall not include longevity or other extra compensation. No pension fund deductions shall be made.

In the event of death, the employee's estate will be paid for eligible accrued sick leave. Contributions will not be made to the RHS plan for the employee's estate.

Last revised: ~~07/2022~~ — 22-360

PPM Update

POLICY NUMBER/TITLE

Civilian Policy #12 – Inclement
Weather and Emergency Closings

Change Requested By: Human Resources and Payroll

Description of Change: Updating policy to include language on worksite location closings

Reason for Change: There are times when specific City worksites need to close due to a weather incident or emergency that does not affect the entire City workforce or all of its worksite locations. We are proposing to add language allowing employees to be paid when their specific worksite is required to close due to weather or other emergency situations. Removing the 40 hour limit as it is not required. The Mayor may grant Inclement Weather/Emergency Closings time off in any amount. Adding language per Healthy Families and Workplaces Act (HFWA) updates.

Markup for Council:

Policy #12 ***Inclement Weather and Emergency Closings***

The City of Colorado Springs is dedicated to serving our citizens and will attempt to maintain normal working hours even during inclement weather or emergency situations.

Under unusual circumstances such as inclement weather, the Mayor and/or Chief of Staff may choose to direct non-essential employees not to report for work, to report for work late, or to leave work early.

These closures apply City-wide to non-essential personnel.

In circumstances where an individual worksite needs to close due to inclement weather or other emergency situations a department head may approve the closure and paid leave for the day to affected employees if they are unable to telework.

~~Each calendar year, the Mayor and/or Chief of Staff may grant up to 40 hours of paid leave to cover the partial closure of non-essential City offices and services due to unusual circumstances such as inclement weather.~~

~~Employees will be paid for any regularly scheduled hours that they are instructed not to report for work do not work as a result of emergency closings or delays. If closings or delays exceed the annual maximum of 40 hours, non-exempt employees may choose to use available personal, vacation, or comp time, or make up the hours during the same workweek with supervisor approval.~~

Employees Who Do Not Report to Work

Employees who do not report to work on a day when **their worksite has not been closed will not qualify for inclement weather pay.** ~~operations are delayed or close early will not qualify for Inclement~~

~~Weather pay.~~ In these circumstances an employee may request leave from the appropriate leave bank (personal, sick, vacation, comp time), or may make up time during the same workweek with supervisor approval. **Employees that have scheduled vacation, other approved time off, or have reported sick on a closure or partial closure day will not be eligible for inclement weather pay during the time they had scheduled to be out.**

Essential Personnel

Certain employees ~~who staff~~ **are essential to operations and services and are considered essential personnel. Essential personnel are** as determined by the Department ~~Head Director, Division Manager or Council/Mayoral Appointee are excluded from this policy.~~ **Head Director, Division Manager**

For purposes of snow emergency, Snow Emergency Essential Personnel are expected to respond and work their required schedule **except in cases of authorized leave exceptions.** ~~as a condition of employment. Personnel who fail to respond and to work their required schedule may be subject to disciplinary action.~~

Healthy Families and Workplaces Act (HFWA)

Sick time may be available for reasons related to inclement weather or other emergency situations when the City organization or individual worksites are not closed for the day. Please refer to the Sick Leave Policy #21 for more information.

Last Revised 4/17

PPM Update

POLICY NUMBER/TITLE

Civilian Policy #22, Sworn #14 – Leave of Absence (Paid)

Change Requested By:

Human Resources - Benefits

Description of Change:

Legislative changes to Civilian and Sworn PPMs: Updating policy to reflect 3 weeks of paid time for employee military leave of absences. Healthy Families and Workplaces Act (HFWA) language addition to Funeral Leave section.

Reason for Change:

The State of Colorado passed HB23 – 1045 on March 10, 2023, which addresses language regarding time off allowed for military duty. This Act clarified the intent is to provide coverage for up three work weeks of leave, rather than fifteen (15) days. The Sworn and Civilian Policy and Procedure Manuals (PPM) will need to be updated to mirror this new language. Healthy Families and Workplaces Act (HFWA) changes may allow for sick leave usage for funeral leave.

Markup for Council:

LEAVE OF ABSENCE (PAID)

Personal Job-Related Business Leave

An employee may utilize work time to conduct personal job-related business, such as changing payroll deductions, reviewing personnel records, or counseling with the Equal Opportunity Programs Administrator or Human Resources. Such business must be scheduled at a time mutually agreeable to the employee and the supervisor. The employee need not reveal the nature of such personal business.

Jury Leave Policy

An employee who is called to jury duty shall be granted jury leave-of-absence. Upon return to work, the employee must submit the Juror Service Certificate (or other appropriate proof of jury service) in order to ensure proper completion of payroll records.

- **Full-time Employees:** Full-time regular, probationary, or special employees who are called to jury duty shall be granted jury leave-of-absence and shall be compensated for scheduled hours not worked the first 3 days on jury duty. Such compensation will continue for the fourth day of service and each day thereafter provided jury pay received from the court is surrendered to the Finance Department.
- **Part-time Employees:** Part-time regular, probationary, or special employees who are called to jury duty shall be granted jury leave-of-absence and shall be compensated for scheduled hours not worked for the first 3 days on jury duty. For the fourth day of service and each day thereafter, the employee may choose either the jury pay provided by the court or their regular pay. If the employee elects to receive regular pay, the jury pay received from the court must be surrendered to the Finance Department.
- **Hourly Employees:** An hourly full-time or part-time employee who is called to jury duty shall be granted jury leave-of-absence for County and District Court and shall be compensated for scheduled hours not worked for the first three days not to exceed \$50 per day. Jury service on the fourth and subsequent days shall be charged as jury leave-of-absence without pay.
 - Jury duty by hourly employees in Municipal Court shall be considered jury leave-of-absence without pay.
- **Shift Workers:** In the case of a shift worker called for jury duty, the immediate supervisor shall make an appropriate accommodation to the employee's work schedule when, in the supervisor's judgment, performing both jury service and the normal work schedule would affect the employee's ability to properly perform such jury service or job duties.

- **Standby Jury Duty:** If an employee is placed on standby by the Court for possible call to jury duty that employee shall report to work, and the immediate supervisor will make accommodations if necessary for the employee to be near a phone and have ready access to personal transportation if called to jury duty.
- **Release from Jury Duty:** Employees released from jury duty during the normal work schedule must return to work.

Funeral Leave Policy

A regular, probationary, or special employee shall be granted a funeral leave-of-absence with pay for the purpose of making funeral arrangements, attending a funeral and/or bereavement, not to exceed 40 hours, in the event of the death of a member of the immediate family (spouse, parent, guardian, child, brother, sister, grandparents, and grandchild, including these relatives in-law, step or half, or any other family member residing in the employee's household).

A Department Director/Division Manager or Council/Mayoral Appointee may authorize funeral leave for employee attendance at funeral services for special circumstances including deceased employees.

An employee who attends a funeral for other than the above may be granted vacation, compensatory time, personal holiday, or funeral leave-of-absence without pay.

Additional time off may be available under the Healthy Families and Workplaces Act (HFWA). Please refer to the Sick Leave Policy #21 for more information.

Court Leave

If the City requires testimony in a job-related matter, or participation in a court matter that is within the terms of employment, the employee will be granted court leave with pay. Any witness fees received must be turned over to the City. The City will not pay an employee for any absences associated with an action brought by the employee against the City and/or any of its employees.

Council Meeting Attendance An employee will be allowed time off with pay to attend a regular or special meeting of City Council when an item affecting the terms or conditions of employment is on the agenda. Operational requirements may require the Division Manager, Deputy Chief or Council/Mayoral Appointee to limit the number of employees who may attend such meetings or the amount of time away from the job.

National Guard/Reserves

~~A regular, probationary, or special~~ **Any** employee who is a member of the Colorado National Guard or **other state military force or the reserve forces of the United States** ~~any branch of the United States Military Reserves~~ shall be granted military leave-of-absence with pay, when ordered **or authorized** by the proper authority to active duty or training, for a period not to exceed **the equivalent of three (3) weeks of the employee's regular work schedule** ~~15 calendar days (120 hours of regularly scheduled work time) per calendar year~~. Military compensation is retained by the employee.

Personal Leave A regular employee may be granted a leave-of-absence without pay for personal reasons. Personal leaves must be consistent with effective organizational operations and should be requested 30 days in advance or as soon as practicable before the leave.

Administrative Leave

An employee may be placed on administrative leave with or without pay at the discretion of the Mayor, Department Director, or Council/Mayoral Appointee.

Domestic Abuse Leave

The City of Colorado Springs recognizes that victims of domestic abuse may need to take time off to care for themselves or family members who are victims. If an employee or family member is the victim of domestic abuse, sexual assault, stalking, or harassment, employees may use up to 48 hours of accrued sick leave per calendar year for the following “safe” time purposes:

- seeking medical attention to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
- obtaining services from a victim services organization;
- obtaining mental health or other counseling;
- seeking relocation due to the domestic abuse, sexual assault, or harassment; or
- seeking legal services, including preparing for or participating in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.

If employees do not have accrued sick leave to use for this purpose, they may take accrued vacation, comp time, personal, or unpaid leave.

The City will maintain confidentiality for employees who request leave under this policy.

City of Colorado Springs will not discriminate or retaliate against a victim of domestic violence, sex assault, or stalking for requesting leave regardless of whether the request was granted. Nothing in the policy above is intended to diminish rights under C.R.S. §24-34-402.7. Last revised:

07/2022 – 22-360

PPM Update

POLICY NUMBER/TITLE

Sworn Policy 25 & Civilian Policy 34 – Americans with Disabilities Act (ADA) and Pregnancy Accommodations

Change Requested By: Human Resources

Description of Change: Adding additional information on pregnancy accommodations

Reason for Change: The Colorado Pregnant Workers Fairness Act went into effect in 2016. In 2023, the federal government also put in place pregnant worker protections called the Pregnant Workers Fairness Act (PFWA). Updating policy language to reflect new law and expanded definitions for accommodations. Sworn and Civilian Policies are the same.

Markup for Council:

**Civilian Policy # 34
AMERICANS WITH DISABILITIES ACT (ADA) AND PREGNANCY
ACCOMMODATIONS**

Compliance

ADA Accommodations: The City of Colorado Springs shall comply with Title I of the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments of 2008 by providing reasonable accommodation to qualified employees with disabilities if needed for the employee to perform the essential functions of the job.

Pregnant Workers Fairness Act: The City of Colorado Springs shall comply with the Colorado Pregnant Workers Fairness Act (PWFA) of 2016 **and the Pregnant Workers Fairness Act (PFWA) of 2023** by providing reasonable accommodation to its employees with health conditions related to pregnancy or the physical recovery from childbirth, **which could include employees with postpartum depression, those who have suffered a pregnancy loss, or those who are undergoing fertility treatment**, if needed for the employee to perform the essential functions of the job.

Request for Accommodation

Employees who think that they have a disability or are experiencing a health condition related to pregnancy or the recovery from childbirth that prevents them from performing essential functions of their job and would like to request an accommodation must contact their Human Resources Department.

Once the determination of ADA or PWFA coverage is made, the City will provide a reasonable accommodation unless doing so would result in an undue hardship to the City or cause a direct threat to health and safety.

References: The policies and procedures governing the accommodation process are found in the resource manual, ADA Disability Compliance Policy and Guidelines for Managers, located on the Intranet under Human Resources.

Correcting Inaccurate Information

PPM Update

POLICY NUMBER/TITLE	Sworn Policy #5 - Acting and Longevity Pay
Change Requested By: Payroll/Finance	
Description of Change: Updated rate table for longevity pay	
Reason for Change: the previous rate table was inaccurate	
Markup for Council:	
POLICY AND PROCEDURE # 5	
ACTING AND LONGEVITY PAY	

Acting pay is additional compensation for temporary assignment of more than one full shift to a position of increased responsibility requiring supervision of employees or of an operation.

Rates of Pay

Acting pay may be authorized up to 10 percent of the assigned non-exempt employee's base salary for periods of one or more workdays. For exempt employees, acting pay is 10 percent of the employee's base hourly salary for periods of four consecutive weeks or more. A Lieutenant acting as Captain will be eligible for acting pay after four consecutive weeks in assignment. Fire Department employees working in the capacity of acting lieutenant, or relief driver in excess of 4 hours receive acting pay. When combined with the employee's base hourly pay acting pay may not exceed the salary of the next promoted rank.

Acting pay for an employee assigned to a classification in pay bands 1 or 2 shall be determined by the Chief.

Longevity Pay

An employee shall receive longevity pay of \$20 per month beginning with the sixth year of continuous Civil Service employment. This longevity pay shall increase at a rate of \$4 per month at the beginning of each subsequent year of employment until a maximum of \$100 per month is reached. The calculation for payment under the City's biweekly payroll policy is illustrated in the following table.

# Years	Monthly Longevity	Biweekly Calculation
5	20	9.23
6	24	11.08
7	28	12.92
8	32	14.77
9	36	16.62
10	40	18.46
11	44	20.31
12	48	22.15
13	52	24.00
14	56	25.85
15	60	27.69
16	64	29.54
17	68	31.38
18	72	33.23
19	76	35.08
20	80	36.00 36.92
21	84	36.92 38.77
22	88	38.77 40.62
23	92	40.62 42.46
24	96	44.31
25	100	46.15

Last revised: 1/18

PPM Update

POLICY NUMBER/TITLE

Civilian Policy #56 Vehicles (Usage of City-Owned), Sworn #39 Employee responsibilities for City-owned and personal vehicles for City use

Change Requested By:

Human Resources – Risk Management

Description of Change:

Updating age and license requirements per the City's insurance policies.

Reason for Change:

The City's insurance policy requires that drivers be at least 18 years of age, but does not require that drivers (except CDL drivers) have a Colorado license.

Markup for Council:

Policy # 56

VEHICLES (USAGE OF CITY-OWNED)

City vehicles shall be used for official City business only. A vehicle operator utilizing City vehicles shall possess the appropriate, valid Colorado driver's license.

Definitions

Vehicle Operator:

An individual, at least ~~17~~ **18** years old, who is:

- On the City payroll.
- Paid by a federal grant program and serving as a part of the City's work force.
- A direct services contractor with the City.
- An intern or volunteer with permission to operate a City vehicle.

Vehicle

A City owned car, truck, or specialized equipment which falls into one of the following classifications:

- Council/Mayoral Appointee vehicle.
- Emergency specialized vehicle: equipped with special features and equipment which enable an employee to provide immediate response to situations involving threats to life or property.
- Marked and unmarked law enforcement vehicle.
- Car Pool: As authorized by a Department Director or Council/Mayoral Appointee, a City vehicle used by a minimum of three City employees which is authorized for use in commuting between home and work in accordance with IRS regulations.
- All other vehicles.

General Provisions

- City vehicles shall be used only for official City business.

- An employee shall not use a City vehicle for personal errands.
- An immediate supervisor may approve the use of a City vehicle to transport employees away from the work site for their lunch or break.
- Vehicle operation is subject to authorization by the immediate supervisor and requires the operator to have the appropriate, valid ~~Colorado~~ driver's license.
- An employee must report any ticket (moving violation, DUI/DWI, unsafe vehicle condition, etc.) to the immediate supervisor the next working day.
- Vehicles are to be operated by employees except for those instances involving:
 - Operation necessary to support repairs and/or servicing.
 - An emergency requiring a non-City person, who is accompanying a City employee, drive the vehicle.
 - As authorized by the Fleet Division.
- Unless otherwise authorized by the Department Director/Division Manager or Council/Mayoral Appointee, City vehicles will only be used to transport passengers who are City employees or individuals engaged in official business with City employees.
- An employee who resides outside of the City limits shall not take a City vehicle home without approval of the Department Director/Division Manager or Council/Mayoral Appointee.
- All City vehicles, with the exception of Appointee and unmarked law enforcement vehicles shall display the appropriate City identification. Exceptions must be coordinated with the Fleet Division Manager.

Travel Outside of Colorado

City vehicles may not be driven outside of Colorado without supervisory approval. Such trips must be coordinated with Risk Management a minimum of five days in advance of travel. The supervisor, Fleet, and Risk Management should be notified of the vehicle unit number, license plate number, destination, and departure/return dates. **Risk Management is required to obtain and will request an Motor Vehicle Record (MVR) for each driver prior to their departure.**

Vehicle Maintenance

All City vehicles, unless approved by the Fleet Management Unit, are serviced and repaired at the Fleet Management Unit's maintenance facilities. In the case of an emergency or vehicle breakdown beyond the City limits, upon notification, Fleet Management may authorize other options.

Group/Unit Responsibility

Each Group/Unit is responsible for assuring that:

- All vehicle and equipment operators possess the appropriate, valid ~~Colorado~~ driver's license.
- Take home vehicle usage is coordinated with the Fleet Management Unit Manager via the Vehicle Usage Request Form. Disputes concerning the appropriate take home use shall be resolved between Fleet and the Group/Unit Manager or Council/Mayoral Appointee by a designee of the Mayor, when necessary. Vehicle Usage Request Forms and Group/Unit lists of take home vehicles are subject to annual review.
- Take home vehicle assignment records are maintained. The records shall contain:

- Vehicle assignment by group/unit, employee's name, and position.
- Mileage: commuting and work related as recorded in the trip log.
- Date, time, and nature of emergency calls responded to after normal work hours, weekends, and holidays.

PPM Update

POLICY NUMBER/TITLE

Sworn Policy #39 – Employee Responsibilities for City-owned and Personal Vehicles for City use

Sworn Policy:

POLICY AND PROCEDURE # 39

EMPLOYEE RESPONSIBILITIES FOR CITY-OWNED AND PERSONAL VEHICLES FOR BUSINESS USE

City Vehicles shall be used for official City business only. A vehicle operator using a City vehicle must possess a valid, appropriate Colorado Driver's License.

General Provisions

An employee whose driver's license is suspended, denied, canceled, or revoked by the State of Colorado must immediately notify their supervisor in writing and cease operating under said license.

An employee must report any ticket that impacts the employee's ability to perform the job and any DUI/DWI to the immediate supervisor within 24 hours of receipt.

Vehicles are to be operated by employees except for those instances involving:

- An emergency situation
- Operations necessary to support repairs and /or servicing.
- As authorized by Fleet Management

Unless authorized by the Chief/Deputy Chief, City owned vehicles shall only be used to transport passengers who are City employees or individuals engaged in official City business. Employees operating a City-owned vehicle within the course and scope of their employment are covered by the City's liability insurance program. Employees operating a personal vehicle on City business are responsible for maintaining automobile liability insurance coverage that meets the Financial Responsibility Law of Colorado. Proof of such insurance should be maintained with the vehicle.

The City does not provide insurance coverage for damage to personal vehicles while utilized for City business. The City is not responsible for the loss or damage to any personal property that is in the vehicle.

An employee in violation of this policy or transporting a non-City employee could be held personally liable for damages in the event of a vehicle accident.

The City is not responsible for the loss or damage to any personal property that is in City owned or privately owned vehicles.

Traffic citations received while operating a vehicle on City business are the responsibility of the employee unless it can be shown the City has responsibility.

Travel Outside of Colorado

City vehicles may not be driven outside of Colorado without supervisory approval. Such trips must be coordinated with Risk Management a minimum of five days in advance of travel. The supervisor, Fleet, and Risk Management should be notified of the vehicle unit number, license plate number, destination, and departure/return dates. Risk Management is required to obtain and will request an MVR for each driver prior to their departure.

Other Recommended Changes

PPM Update

POLICY NUMBER/TITLE	Sworn Policy #1 - Compensation
Change Requested By: Colorado Springs Fire Department	

Description of Change: Adding additional reasons that FD employees may no longer qualify for paramedic pro-pay.

Reason for Change: PPM was inconsistent with internal department policies and the Colorado Springs Fire Department is recommending updates for clarification.

Markup for Council:

POLICY AND PROCEDURE # 1 COMPENSATION

SALARY

It is the goal of the City of Colorado Springs to provide an internally equitable and externally competitive compensation plan in order to attract and retain qualified employees.

Civil Service Classifications

Salaries for Civil Service classifications shall be published annually in the City's Salary Schedule and posted in the internet.

- **Standard Progression**

Unless hired under the lateral entry program, an employee will progress from Police or Fire Trainee, step 1 upon successful completion of the Training Academy. Such employee will progress from Firefighter or Police Officer 4th class, step 1 to step 2 upon successful completion of the initial evaluation period in accordance with the Rules of the

Civil Service Commission. The standard interval for progression to steps 3 and 4 of each rank is 12 months of satisfactory service at the prior step. Pay raises commensurate with the published schedule for the standard progression will occur timely, assuming satisfactory performance and budget availability.

Employees hired as laterals, will receive a pay raise when they finish one year of service from the date of hire and then each 12 months until they reach Officer 1st class or firefighter, assuming satisfactory performance and budget availability.

- **Accelerated Progression**

An employee demonstrating accelerated job qualifications and proficiencies (as defined by the department), upon approval of the Chief/Deputy Chief, may progress to Officer step 3 and Officer step 4, or Firefighter step 3 and Firefighter step 4, between 6 and 12 months. Related accelerated compensation increases may not be retroactive and are contingent upon the availability of Department salary funds.

- **Extension and interruption of Probation**

The probation period for a newly hired or newly promoted employee may be extended in accordance with the Rules of the Civil Service Commission.

Loss of License or Certification

An employee shall immediately report the loss of a mandatory license or certification to his or her immediate supervisor and cease to function under the authority of such license or certification. The supervisor shall immediately report the loss of a mandatory license or certification by an employee through the chain of command, Human Resources (FD/PD), and Risk Management. The Chief will review the circumstances on a case by case basis and decide the appropriate action, which may include reassignment, separation, or the opportunity for the employee to obtain reinstatement of the license or certification within a period not to exceed 180 days.

Pay upon Promotion or Demotion

Pay upon promotion or demotion shall be determined by the salary for the new classification as published in the City's Salary Schedule.

Paramedic Pro-Pay

Lieutenants and Captains who hold Paramedic certifications are eligible for pro-pay consideration, a voluntary program designed to enhance Paramedic coverage within the Fire Department. Approval to participate in the program will be determined by the Fire Medical Division. Paramedic Pro-Pay shall continue until the individual removes him/herself from consideration, is no longer qualified due to rank, loss of required certifications, **poor performance**, placement on a performance improvement plan, **failure in any portion of skills assessment training**, or lack of pro-pay funding.

Exempt/Non-Exempt Classification

An employee occupying a position allocated to an exempt classification is considered an exempt employee and does not adhere to a strict FLSA workweek. An employee occupying a position in other than an exempt classification is considered a non-exempt employee.

PPM Update

POLICY NUMBER/TITLE

Sworn Policy #29 & Civilian Policy #39 – Business Code of Ethics

Change Requested By: The City Auditor's Office has recommended this change based on a recent Ethics Audit of the Human Resources Department.

Description of Change:

City Human Resources and the OCA should work in partnership to increase awareness of the hotline. As part of this effort, Civilian and Sworn PPM documents should be updated to:

- Include the OCA as an option for employees to report suspected ethics violations as well as, a link to the OCA website.
- Clarify the types of concerns that may be reported to the OCA. Fraud and abuse were defined in the Fraud Prevention and Detection Policy on the OCA website.

Reason for Change:

Interviews conducted with a sample of sworn and civilian employees indicated that the majority were unaware of the existence and intent of the OCA hotline.

The OCA maintained a telephone line (hotline) and web site for the anonymous reporting of suspected unlawful or wasteful acts impacting the City of Colorado Springs and City Enterprises.

The hotline web site included information about the options for reporting concerns. Civilian and sworn PPM documents referenced the hotline. However, PPM documents did not include a link to the hotline nor did they include the OCA as an avenue for employees to report suspected ethics violations.

The hotline was referenced in new employee orientation, at an annual employee benefits fair, and in department bulletin board postings.

Markup for Council (includes only Reporting Requirements section):

Policy # 39
BUSINESS CODE OF ETHICS

Reporting Requirements

- Employees must report any conduct that they believe in good faith to be a violation of this policy or the City Code of Ethics. No action shall be taken against any employee who reports a potential violation which they believe is true and accurate. Employees are encouraged to work with their supervisor in making such reports. If there is a reason that reporting a violation to the immediate supervisor is not appropriate, employees should contact their next-level manager, the City Attorney's Office or Human Resources.
- Employees may file a complaint regarding violations of the City Code of Ethics pursuant to City Code§ 1.3.105.
- Employees may also report any suspected fraud and abuse to the City Auditor directly or through the City Auditor Hotline, 719-385-2387. **Examples of fraud and abuse may be any suspected unlawful or wasteful act impacting the City of Colorado Springs operations and enterprises.**
- Employees can find more information about reporting suspected fraud or abuse on the [Office of the City Auditor's \(OCA\) website](#).

PPM Update

POLICY NUMBER/TITLE	Civilian Policy #53 – Computer Usage and Computing Environment
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Change Requested By: Information Technology

Description of Change: Updating policy to remove redundancies between policy and Acceptable Use Policy, updating language to current practices and terms.

Reason for Change: The City's Acceptable Use Policy is separate from the PPM and subject to change on a potentially more frequent basis. Proposed policy changes are meant to both increase awareness and direct employees to the Acceptable Use Policy for general guidelines on usage of information technology.

Markup for Council:

Policy # 53

COMPUTER USAGE AND COMPUTING ENVIRONMENT INFORMATION TECHNOLOGY USAGE

The City provides access to City networks and Information Technology Systems computer systems for use of its employees in the conduct of official City business. City employees are required to comply with all official City and departmental computer systems technology policies that apply to them as end-users, including adherence to all Information Technology (IT) Department Policies and Security Procedures.

Definitions

Computing Resources

Computer, network, or data equipment, and/or services, leased, owned, or contracted for or by the City, to include:

- ~~Computer and network hardware.~~
- ~~Computer software, application systems, and programs.~~
- ~~Data such as records, files, logs, and images which are or have been stored electronically or transmitted using City property.~~
- ~~Messages such as e-mail, created, stored, or viewed on such computer.~~
- ~~Computer or network services, such as Internet, intranet, e-mail systems, and other programs or applications that reside within or operate as part of the City's computing environment.~~

Approved Software

Software or programs that are:

- ~~Approved for use by the manager of the unit.~~
- ~~Approved for use in the City, as stated in the Hardware & Software standards for the City.~~

Access

The City is able to monitor or examine messages, data, or software that involve its computing resources. As the owner of the computer systems, the City reserves the right to periodically examine, as it deems appropriate, any messages, data, or software left on or transmitted using the City's computing resources, including electronic logs and usage records.

- ~~Employees should assume that such messages, data, or software are not private/confidential.~~
- ~~The contents of computers and electronic mail are subject to the Colorado Open Records Act, court order, or a legitimate City business inquiry. Therefore, under certain circumstances, the City may disclose the contents to the public.~~
- ~~At the City's discretion, messages, data, or software deleted from computing resources may be retrieved.~~

Internet Usage

The City uses software and systems to monitor and record the Internet usage for each user. The City reserves the right to block accesses from within its networks to any sites deemed inappropriate or which have a detrimental effect upon network performance. Employees should not have any expectation of privacy as to their usage of Internet World Wide Web sites, file transfers, chat sessions, and/or online subscription or delivery.

E-mail

E-mail or other computer generated messages that are to be broadcast to all City employees must be coordinated with Public Communications and will be distributed by Information Technology.

Security

City employees are required to read, understand, and comply with all **Information Technology** policies, including those in the **City's IT Acceptable Use Policy (AUP)** pertaining to end users. contained in the City's Information Technology Security Policies Manual pertaining to end users. **City information technology systems may only be used to conduct official City business, except for limited personal use. Incidental and occasional personal use of the City's technology is permissible as long as it does not pre-empt business activity, does not engage in activities for personal gain or a personal business, and does not consume more than a trivial amount of City resources.**

If applicable and as directed by the Information Technology Department, an employee and their manager or supervisor may also be required to read, understand, and comply with the **Privileged Account Acceptable Use Policy (PAAUP)**. The AUP and PAAUP The Citywide policy may be accessed on the City's **Intranet (IntraCity)** and all policies pertaining to end users may be found in Chapter 3 of that manual. In addition, employees must comply with any additional security policies that may have been promulgated by their respective department. Failure to comply with security policies may result in discipline, up to and including termination.

Because of the ongoing and constantly changing needs of information technology security, the AUP and PAAUP may be updated periodically by the Information Technology Department and will be effective and binding on employees when signed by the Chief Information Officer.

Misuse of Computing Resources

Employees are expected to properly use the computer resources available to assist in the performance of their assigned job. Computer misuse may result in discipline, up to and including discharge.

Examples of misuse include, but are not limited to, the following:

- **Excessive or Inappropriate Use:** An employee's access to the Internet or use of any computing resources may be terminated or limited at the discretion of the employee's immediate supervisor, Department Director/Division Manager or Council/Mayoral Appointee if the usage is interfering with the performance of duties or is otherwise deemed inappropriate.

- ~~**Offensive Material:**~~ A wide variety of materials available on the internet or received by e-mail may be deemed offensive. These materials include, but are not limited to sexually explicit material and material that includes racial, ethnic, religious, or sexist slurs. Employees are not to use the City's computing resources to intentionally, view, store, print, or redistribute any such document or graphic file.
- ~~**Personal Economic Gain:**~~ The City's computing resources must not be used in any fashion for personal economic gain, including private businesses or gambling activity.
- ~~**The Fair Campaign Practices Act:**~~ Provisions must not be violated through personal usage of the computer, if such usage might influence the outcome of an election.
- ~~**Software Usage:**~~ The installation and use of software must be approved by the Department Director/Division Manager or Council/Mayoral Appointee and must comply with the City's Hardware and Software Standards. Usage of approved software must comply with all licensing requirements.
- ~~**E-Mail Misuse:**~~ E-mailed chain letters, jokes, personal messages, and goods for sale should not be broadcast. Offensive and inappropriate material should not be contained in any e-mail messages.

Last revised: 4/17