

Q2 2022 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:

Updates related to reinstatement of Retirement Health Savings (RHS) benefit:

Changes made to all policies that include the former RHS benefit have been updated to reinstate the benefit and match the Civilian benefit to the Sworn benefit.

Civilian Policy #2 Employment

Civilian Policy #4 Separation

Civilian Policy #21 Sick Leave

Sworn Policy #11 Sick Leave

Civilian Policy #62 The At-will Senior Manager Benefit Program

PPM Update

POLICY NUMBER/TITLE

Civilian Policy #2 Employment – Section:
Benefits Upon Reemployment

Description of Change: Removing the date that RHS was cancelled (1/1/2011) as part of RHS reinstatement. Highlighted section.

Reason for Change: Reinstating RHS in City Benefits Policies

Markup for Council:

Policy # 2 EMPLOYMENT

Types of Employment

Benefits Upon Reemployment:

Upon reemployment as defined in Policy #1 – Recruitment and Selection, benefits shall be reinstated as follows:

- Prior service credit will be used to determine vacation accrual rates.
- Available sick leave balance at time of resignation will be reinstated, unless previously paid out due to prior separation being a retirement. **However, employees rehired after January 1, 2011 will not be eligible for sick leave payout upon retirement.**
- Personal day will be reinstated, unless resignation and reemployment occur in the same calendar year and the employee previously used the personal day.
- Regular employee's prior service credit will be counted towards all City service for purposes of service awards.

Last revised: 01/18

PPM Update

POLICY NUMBER/TITLE

Civilian Policy #4 – Separation – Section Out-Processing

Description of Change: Change table to update RHS benefit

Reason for Change: Updating to reflect changes to sick leave policy – RHS reinstatement

Markup for Council:

Policy # 4 SEPARATION

	VACATION	SICK LEAVE	COBRA (medical, dental, vision, and EAP coverage)	SPECIAL PROCEDURE
Resignation	Pay for all accrued, unused vacation at base salary rate	No payment	Notice mailed within 14 days of date of separation	See steps listed below
Retirement for those employees eligible for sick leave accrual on or before 12/31/10	Pay for all accrued, unused vacation at base salary rate	Pay 1/2 of accrued sick leave hours not to exceed 720 in excess of 480 hours* to the RHS plan	Notice mailed within 14 days of date of separation	Notify PERA 60 days in advance of retirement; see steps listed below
Retirement for those employees hired or rehired after 12/31/10	Pay for all accrued, unused vacation at base salary rate	No payment	Notice mailed within 14 days of date of separation	Notify PERA 60 days in advance of retirement; see steps listed below
Termination	Pay for all accrued, unused vacation at base salary rate	No payment	Notice mailed within 14 days of date of separation	See steps listed below

Last revised: 10/13

Description of Change: Removing cancellation date of RHS Benefit and making the benefit the same as Sworn and Senior At-Will Managers.

Reason for Change: Reinstate RHS Benefit and equity across all groups.

Markup for Council:

Policy # 21 ***SICK LEAVE***

Unused Sick Leave Upon Retirement or Death

~~Employees eligible for sick leave accrual on or before 12/31/10:~~ In the event of retirement, the employer will make a contribution to the Retirement Health Savings (RHS) Plan for ~~half of the~~ accrued sick leave **not to exceed 720 hours** ~~in excess of 480 hours~~ if he or she is eligible to retire on the date of separation. However, the retirement eligible employee may then defer ~~actually~~ taking the retirement **benefit** until a later date. Employees with full coverage insurance provided by a spouse's employer or other employment will be excluded from the mandatory RHS Plan and ~~will be paid out for half of the~~ accrued sick leave ~~in excess of 480 hours if he or she is eligible to retire on the date of separation~~ **payment will not be made to the RHS, but directly to the employee.**

In the event of death, the employee's estate will be paid for **eligible accrued** ~~half of the accrued~~ sick leave ~~in excess of 480 hours~~. ~~Contributions will not be made to the RHS Plan for the employee's estate.~~

~~Employees hired or rehired after 12/31/10:~~ These employees are not eligible for payout of unused sick leave upon retirement or death.

Employees in the At-Will Senior Manager Benefit Program should refer to Policy #62.

PPM Update

POLICY NUMBER/TITLE

Sworn Policy #11 – Sick Leave Section: Payment for Unused Sick Leave Upon Termination, Retirement, or Death

Description of Change: Removing end date to RHS

Reason for Change: Reinstating RHS

Markup for Council:

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

~~Employees eligible for sick leave accrual on or before 12/31/10:~~ 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.

~~Employees hired or rehired after 12/31/10: These employees are not eligible for unused sick leave upon termination, retirement or death.~~

Last revised: 01/2021 — 20-662

PPM Update

POLICY NUMBER/TITLE

Civilian Policy 62 – The At-Will Senior Manager Benefit Program – Section: At-Will Sick Leave Payout Upon Retirement

Description of Change: Removing end date on RHS and matching benefit with Civilian and CSPD/CSFD

Reason for Change: Reinstating RHS, matching benefit with Civilian and CSPD/CSFD Chiefs, clarifying eligibility.

Markup for Council:

Policy # 62 ***THE AT-WILL SENIOR MANAGER BENEFIT PROGRAM***

At-Will Sick Leave Payout Upon Retirement

~~Employees eligible for sick leave accrual on or before 12/31/10:~~ In the event of retirement, eligible at-will managers will receive an employer contribution of half of the accrued sick leave up to a maximum of 480 hours civilian or 720 hours **for civilian or sworn (40-hour employee) Police and Fire Chiefs (including Deputy Chiefs)** to the mandatory Retirement Health Savings (RHS) Plan. Contributions can be used for medical **eligible** premiums upon separation.

Employees with full coverage insurance provided by a spouse or other employment will be excluded from the mandatory RHS plan **and payment will not be made to the RHS, but directly to the employee.**

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.** ~~half of the accrued sick leave up to 480 hours. Contributions will not be made to the RHS plan for the employee's estate.~~

~~Employees hired or rehired after 12/31/10:~~ These employees are not eligible for at-will sick leave payout upon retirement or death.

Retirement eligibility for this at-will sick leave payout upon retirement is defined as age 55 or older with 8 years of City service or as prescribed by the state of Colorado Public Employee's Retirement Association (PERA) or Fire and Police Pension Association; whichever is reached first.

Other Updates:

Civilian Policy #23 Leave of Absence (Unpaid) – Adding options for paid leave required by HFWA and adding non-retaliation language required by CSPD’s grant from the Department of Justice.

Sworn Policy #15 Leave of Absence (Unpaid) – Adding options for paid leave required by HFWA and adding non-retaliation language required by CSPD’s grant from the Department of Justice.

PPM Update

POLICY NUMBER/TITLE

Civilian 23, Sworn 15 Leave of Absence (Unpaid)

Description of Change: Changing Domestic Abuse Leave from unpaid policies 23 and 15 to paid policies 22 and 14. Adding options for paid leave required by the HFWA. Adding non-retaliation language required by CSPD’s grant from the Department of Justice.

Reason for Change: The Colorado Springs Police Department has a grant from the Department of Justice, Office of Violence against Women. The grant totals approximately \$1.6 million. In order to comply with the receipt of the grant we need to update our policy as it relates to retaliation and discrimination against victims of domestic violence. In addition, the Healthy Families and Workplaces Act requires that the first 48 hours of sick leave per year may be used to take time off related to domestic abuse. We are recommending that employees be allowed to use up to 48 hours per year for this reason, and not only the first 48 hours of sick leave used per year.

Markup for Council:

Domestic Abuse Leave – Civilian PPM 23 Leave of Absence (unpaid) – Move to Policy 22 – Leave of Absence (Paid)

~~An employee who has been employed with the City for twelve months or more is entitled to take three days leave from work in any twelve month period if the employee is the victim of domestic abuse, stalking, or sexual assault as set forth in §24-34-402.7, leave is taken for purposes outlined in this state statute and the employee meets all other requirements of the Statute. Employees may use paid leave of absence, including vacation and sick leave, if they meet the eligibility requirements for that particular leave. If no paid leave of absence is available, the leave of absence shall be without pay.~~

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.

Domestic Abuse Leave – Sworn Policy 15 Move to Sworn Policy 14 Leave of Absence (Paid)

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:

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- 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.

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