

Q1 2024 PPM Updates - Summary

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

Legally Required Changes

Sworn Policy 11/Civilian Policy 21 – Sick Leave: Updated reasons that employees may be able to use sick leave under the Healthy Families and Workplaces Act (HFWA) based on July 2023 law update. City is operating under the current law. PPM change is to inform employees.

Civilian Policy 12 – Inclement Weather and Emergency Closings: Updating policy to include language on worksite location closings, remove hours limit, and adding HFWA use language. For the HFWA portion, the City is operating under the current law. PPM change is to inform employees.

Sworn Policy 14/Civilian Policy 22 - Leave of Absence (paid) – Legislative changes under Funeral Leave and Military Leave. Funeral Leave – Adding language directing employees to sick leave policy for additional options for funeral leave under the HFWA. Military leave - 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. City is operating under current law. PPM change is to inform employees.

Sworn Policy 25/Civilian Policy 34 – Americans with Disabilities Act (ADA) and Pregnancy Accommodations: Adding additional information on pregnancy accommodations related to the Pregnant Workers Fairness Act (PWFA) of 2023. Colorado has had a Pregnant Workers Fairness Act in place since 2016. The federal government added one in 2023. New language reflects the new law. The City is operating under the current law. PPM change is to inform employees.

Correcting Inaccurate Information

Sworn Policy 5 – Acting and Longevity Pay: Updating the rate table for longevity pay as the previous rate table was inaccurate. Calculations were incorrect.

Sworn Policy 39/Civilian Policy 56 – Vehicles (Usage of City-owned): Changing the minimum driving age for City vehicles to 18 as required by the City’s insurance carrier. This policy is already in place per our insurance carrier’s requirements. The PPM change is to inform employees.

Other Recommended Changes

Sworn Policy 1 – Compensation: Adding additional reasons that Fire Department employees may not qualify for paramedic pro-pay to match current practice and internal departmental policy.

Sworn Policy 29/Civilian Policy 39 – Business Code of Ethics: Adding information on the City Auditor’s Office Fraud, Waste, and Abuse hotline. This change was requested by the City Auditor’s Office in 2020 as a result of an Ethics Audit that was conducted.

Civilian Policy 53 – Computer Usage and Computing Environment: Updating to remove redundancies between PPM and IT Acceptable Use Policy, updating language to current practices and terms. IT has an updated Acceptable Use Policy and is waiting to publish at the same time as the PPM update.