

**RESOLUTION NO. 22 - 41**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION ADOPTING ADDENDUMS TO THE HUERFANO COUNTY  
EMPLOYEE HANDBOOK**

WHEREAS, the Board of County Commissioners seeks to simplify and modernize the County payroll system by switching to a bi-weekly pay schedule; and,

WHEREAS, the Board of County Commissioners seeks ways to improve the quality of life of County employees and recognizes that being a County employee often requires work on Holidays; and

WHEREAS, the Board of County Commissioners seeks to encourage former County employees that have left in good standing to return to the County; and

WHEREAS, the Board of County Commissioners wishes to simplify policies and procedures around donation of sick time; and

WHEREAS, the Board of County Commissioners desire to update the policies that govern these areas.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado that the following addendums are adopted to the Huerfano County Employee Handbook, effective January 1, 2023:

1. The Pay Schedule Addendum marked as “Exhibit A” and attached hereto;
2. The Holiday Pay Addendum marked as “Exhibit B” and attached hereto;
3. The Reinstatement & Seniority Status Addendum marked as “Exhibit C” and attached hereto; and
4. The Sick Leave Donation Addendum marked as “Exhibit D” and attached hereto.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 6<sup>th</sup> day of DECEMBER 2022.

**BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

BY \_\_\_\_\_  
Gerald Cisneros, Chairman

ATTEST:

\_\_\_\_\_  
John Galusha, Commissioner

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

\_\_\_\_\_  
Arica Andreatta, Commissioner



## **Pay Schedule Addendum**

### **Pay Schedule Addendum for All Huerfano County Employees**

As of January 1, 2023 all Huerfano County Employees will be paid on a bi-weekly, one-week lag pay cycle with the first date of pay being dispersed on Friday January 20, 2023 for the pay period beginning January 1, 2023 and ending January 14, 2023. All county employees who are two weeks behind will be paid to current on January 15<sup>th</sup>. Transition assistance will be provided to eligible employees.

This change will decrease payroll and reporting errors, provide more accurate and timely reporting of employee benefits, and ensure a more efficient payroll process.

### **The Employee Handbook Section 2-8 Your Paycheck on Page 12 currently reads:**

The employee will be paid on the 15th and the last working day of the month according to the payroll disbursement schedule unless those days' land on a weekend. In that circumstance, the employee will be paid on the business day immediately preceding the scheduled pay date.

Payroll stubs itemize deductions made from gross earnings. By law, the County is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Finance Department immediately, so the County can resolve the matter quickly and amicably.

### **This Section is Replaced with the following:**

As of January 1, 2023 all Huerfano County Employees will be paid on a bi-weekly, one-week lag pay cycle. Human Resources will provide an annual calendar to all employees.

Payroll stubs itemize deductions made from gross earnings. By law, the County is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Finance Department immediately, so the County can resolve the matter quickly and amicably.

I \_\_\_\_\_ (Employee Name) do hereby acknowledge I have read and understand the above Addendum to the Huerfano County Pay Schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed



## Holiday Pay Addendum

### Holiday Pay

If a non-exempt employee works on a holiday, their hours worked on the holiday will be paid at time and a half. The 8 hours that was allotted for the paid holiday will then get added to the employees PTO time.

### **The Employee Handbook Section 3-2. Pg 15 titled Paid Holidays currently reads:**

Full-time employees will be paid for holidays; the Federal holidays are usually the list of days observed. The determined holidays observed and followed are reviewed and approved by the Board each year.

Employees are eligible to receive paid holidays as provided for by County Resolution per C.R.S. 24-11- 101, or a special day of observance designated by the President of the United States, or Colorado State Governor and approved annually by the Huerfano County Board of County Commissioners.

When holidays fall or are celebrated on a regular work day, eligible employees will receive one day's pay at their regular full-time rate of 8 hours.

### **Section 3-2. Paid Holidays will be amended as follows:**

Full-time employees will be paid for holidays; the Federal holidays are usually the list of days observed. The determined holidays observed and followed are reviewed and approved by the Board each year.

Employees are eligible to receive paid holidays as provided for by County Resolution per C.R.S. 24-11- 101, or a special day of observance designated by the President of the United States, or Colorado State Governor and approved annually by the Huerfano County Board of County Commissioners.

When holidays fall or are celebrated on a regular work day, eligible employees will receive one day's pay at their regular full-time rate of 8 hours. **If a non-exempt employee works on a holiday, their hours worked on the holiday will be paid at time and a half. The 8 hours that was allotted for the paid holiday will then get added to the employees PTO time.**

I \_\_\_\_\_ (Employee Name) do hereby acknowledge I have read and understand the above Addendum to the Huerfano County Pay Schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed



## **Reinstatement & Seniority Status Addendum**

### **Reinstatement & Seniority Status of Former Employees**

If an employee resigns, in good standing (ie: No disciplinary action, or termination) the employee may retain his/her prior seniority status upon reinstatement.

**The Employee Handbook Section 5-22 Resignation & 5-23 Reinstatement currently reads:**

### **5-22. Resignation**

Should an employee decide to resign from the County, we ask that he or she provide the Elected Official, Department Head or Designated Supervisor with at least ten working days' advance notice of departure. Thoughtfulness will be appreciated. All County, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the County's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the County, (through payroll deduction, if lawful) for any lost or damaged County, property. As noted previously, all employees are employed at will and nothing in this handbook changes that status.

Huerfano County's practice is to allow for the rehire or reinstatement of employees, who have been gone 30 days or less as if there was no separation of employment. Rehired employees, who have been gone 31 days or more, will be considered new hires. In this case, employees will be given a new employment start date and will be eligible for the benefits available to new employees. Any benefit plan documents that contradict and precede this practice, such as a retirement plan, will supersede the application of this policy. All employees rehired within 6 months will be entitled to their earned sick leave.

### **5-23. Reinstatement**

A former County employee with regular status who resigned while in good standing, was laid off or demoted without prejudice, may, at the discretion of the Elected Official, Department Head or Designated Supervisor with approval from Human Resources, be eligible for reinstatement to the same, an equivalent, or lower related job profile. Eligibility for reinstatement may remain in effect for five years from the date of resignation, layoff, or demotion.

The following must occur or be in existence for a reinstatement appointment:

- ☉ A vacant position;

- ⦿ The meeting of minimum qualifications of education and/or experience. The following may be required for a reinstatement appointment:
- ⦿ An introductory period not to exceed twelve (12) months;
- ⦿ Re-examination.

**Sections 5-22. Resignation & Section 5-23 Reinstatement will be amended as follows:**

## 5-22. Resignation

Should an employee decide to resign from the County, we ask that he or she provide the Elected Official, Department Head or Designated Supervisor with at least ten working days' advance notice of departure. Thoughtfulness will be appreciated. All County, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the County's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the County, (through payroll deduction, if lawful) for any lost or damaged County, property. As noted previously, all employees are employed at will and nothing in this handbook changes that status.

Huerfano County's practice is to allow for the rehire or reinstatement of employees, who have been gone 30 days or less as if there was no separation of employment. **If an employee resigns, in good standing and has exceeded 30 days of employment separation, (ie: No disciplinary action, or termination) the employee may retain his/her prior seniority status upon reinstatement.**

Any benefit plan documents that contradict and precede this practice, such as a retirement plan, will supersede the application of this policy. All employees rehired within 6 months will be entitled to their earned sick leave.

## 5-23. Reinstatement

A former County employee with regular status who resigned while in good standing, was laid off or demoted without prejudice, may, at the discretion of the Elected Official, Department Head or Designated Supervisor with approval from Human Resources, be eligible for reinstatement to the same, an equivalent, or lower related job profile. **Any former county employee who left employment in good standing will retain their seniority status upon rehire.** Eligibility for reinstatement may remain in effect for five years from the date of resignation, layoff, or demotion.

The following must occur or be in existence for a reinstatement appointment:

- ⦿ A vacant position;
- ⦿ The meeting of minimum qualifications of education and/or experience. The following may be required for a reinstatement appointment:
- ⦿ An introductory period not to exceed twelve (12) months;
- ⦿ Re-examination.

I \_\_\_\_\_ (Employee Name) do hereby acknowledge I have read and understand the above Addendum to the Huerfano County Pay Schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed



## **Sick Leave Donation Addendum**

### **Sick Leave Donation**

Sick time donations can be made by completing the sick leave donation form. The maximum number of days an employee may donate to another employee is 30 days (240 hours maximum). Employees can donate sick time to any employee, but the transfer must be approved by the Board of County Commissioners. Once the transfer of sick time has been approved, the transaction is final and cannot be changed regardless of whether the time was utilized by the receiving employee.

### **The Employee Handbook Section 3-4 Sick Leave currently reads:**

Sick leave is not a vested benefit.

Full-time employees accumulate paid sick leave at the rate of 15 days per year. Employees in part-time, intermittent, and seasonal positions are eligible for sick leave, 1 hour for every 30 hours worked.

Sick leave accrues during periods of leave with pay or when using approved sick leave donation hours. Sick leave does **not** accrue during leave without pay or during a suspension without pay of one month or more. PTO may not be considered a day of sick leave.

Sick leave is accrued and available for use as it is accrued.

The County will supplement your sick leave balance to meet the minimum required by law of 80 hours full-time or the equivalent of two weeks of your normal scheduled work hours) for a fourteen-day period per open Public Health Emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

### ***Conditions of Sick Leave Use***

Paid sick leave may be used if an employee:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;

- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- (4) the employee or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

An employee requesting sick leave must notify his/her supervisor at least two hours before the start of the applicable work day or shift, or if medically unable, as soon as practical under the circumstances. Employees must keep their supervisor informed of their condition and expected date of return, and are required to furnish a medical certificate or other documentation acceptable to Human Resources regarding the use of sick leave after the third day of leave. In the event of a public health emergency it is strongly suggested that you furnish medical documentation acceptable to Human Resources regarding the use of sick leave.

- A. If sick leave is exhausted, absence is charged to annual leave. If annual leave is exhausted, the Elected Official, Department Head or Designated Supervisor may grant leave without pay.
- B. Employees may not accumulate more than sixty (60) days of sick leave and sick leave may only be used for purposes as outlined in item (A) above. Once the sick leave balance reaches the accrual cap, accrual ceases until the balance has been reduced.
- C. A formal policy is in place to allow the transfer of sick leave among employees. The maximum use of sick leave donation for any employee is limited to 30 days. Please refer to the donation sick leave policy.

Misuse of sick leave may be grounds for disciplinary action up to and including discharge. No payment of accrued sick leave will be made upon separation.

**This Section is Amended to Read as Follows:**

Sick leave is not a vested benefit.

Full-time employees accumulate paid sick leave at the rate of 15 days per year. Employees in part-time, intermittent, and seasonal positions are eligible for sick leave, 1 hour for every 30 hours worked.

Sick leave accrues during periods of leave with pay or when using approved sick leave donation hours. Sick leave does **not** accrue during leave without pay or during a suspension without pay of one month or more. PTO may not be considered a day of sick leave.

Sick leave is accrued and available for use as it is accrued.

The County will supplement your sick leave balance to meet the minimum required by law of 80 hours

full-time or the equivalent of two weeks of your normal scheduled work hours) for a fourteen-day period per open Public Health Emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

### *Conditions of Sick Leave Use*

Paid sick leave may be used if an employee:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- (4) the employee or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

An employee requesting sick leave must notify his/her supervisor at least two hours before the start of the applicable work day or shift, or if medically unable, as soon as practical under the circumstances. Employees must keep their supervisor informed of their condition and expected date of return, and are required to furnish a medical certificate or other documentation acceptable to Human Resources regarding the use of sick leave after the third day of leave. In the event of a public health emergency it is strongly suggested that you furnish medical documentation acceptable to Human Resources regarding the use of sick leave.

- A. If sick leave is exhausted, absence is charged to annual leave. If annual leave is exhausted, the Elected Official, Department Head or Designated Supervisor may grant leave without pay.
- B. Employees may not accumulate more than sixty (60) days of sick leave and sick leave may only be used for purposes as outlined in item (A) above. Once the sick leave balance reaches the accrual cap, accrual ceases until the balance has been reduced.

C. Sick time donations can be made by completing the sick leave donation form. The maximum number of days an employee may donate to another employee is 30 days (240 hours maximum). Employees can donate sick time to any employee, but the transfer must be approved by the Board of County Commissioners. Once the transfer of sick time has been approved, the transaction is final and can't be changed regardless of whether the time was utilized by the receiving employee.

Misuse of sick leave may be grounds for disciplinary action up to and including discharge. No payment of accrued sick leave will be made upon separation.

I \_\_\_\_\_ (Employee Name) do hereby acknowledge I have read and understand the above Addendum to the Huerfano County Pay Schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed