

# January 1, 2010 City of Glenwood Springs Benefits Summary



The benefits package that the City of Glenwood Springs offers represents a significant investment the City makes to help maximize the health and well being of the City of Glenwood Springs employees and their families. You should familiarize yourself with the full benefits package and the individuals who can help you to understand and take advantage of these programs. This guide is intended as a summary that highlights the key aspects of your benefits. More detailed explanations of these benefits can be found in the *Summary Plan Descriptions* and *Plan Documents* for these individual benefits. If there are any discrepancies between this guide and the actual Plan Documents, the Plan Documents will govern.

**Medical**

**Dental**

**Vision**

**Flexible Spending  
Accounts**

**Life/AD&D**

**Disability STD/LTD**

**Retirement/Pension  
401A/401K/457**

**Employee Home  
Ownership Program**

**Education Assistance**

**Community Center  
Membership**

**Wellness Program**

**Employee Assistance  
Program**

**Longevity**

**Holidays**

**Annual Leave**

**Sick Leave**

**Van Pool**

**Misc. Benefits**

Refer to this list when you need to contact one of your benefit vendors. For general information contact Human Resources.

<b>Benefit</b>	<b>Company</b>	<b>Plan #</b>	<b>Telephone</b>	<b>Email</b>
<b>Medical</b>	Willis HRH of Colorado (Colorado Employer Benefit Trust)	K-6	800-332-1168	<a href="http://www.cebt.org">www.cebt.org</a>
<b>Medical Providers List</b>	UMR		800-332-1168	<a href="http://cebt.org/UMR/index.html">http://cebt.org/UMR/index.html</a>
<b>Prescription Coverage</b>	Caremark	RXGRP: CEBT0001 Rxbn:610415 RXPCN: PCS	800-378-9442	<a href="https://www.caremark.com/wps/portal">https://www.caremark.com/wps/portal</a>
<b>Dental</b>	Willis HRH of Colorado (Colorado Employer Benefit Trust)	K-6	800-332-1168	<a href="http://www.cebt.org">www.cebt.org</a>
<b>Vision</b>	Willis HRH of Colorado (Colorado Employer Benefit Trust)	K-6	800-332-1168	<a href="http://www.cebt.org">www.cebt.org</a>
<b>Life AD&amp;D</b>	Willis HRH of Colorado CEBT (Colorado Employer Benefit Trust)	K-6	800-332-1168	<a href="http://www.cebt.org">www.cebt.org</a>
<b>Flexible Spending Accounts</b>	Discovery Benefits		866-451-3399	<a href="http://www.discoverybenefits.com">www.discoverybenefits.com</a>
<b>401 K &amp; 401 A Retirement Plans</b>	Daily Access		888-307-4015	<a href="http://www.dailyaccess.com">www.dailyaccess.com</a>
<b>457 Retirement Plan</b>	ICMA-RC		800-669-7400	<a href="http://www.icmarc.org">www.icmarc.org</a>
<b>Disability STD/LTD</b>	Lincoln Financial Group		800- 423-2765	
<b>Employee Assistance Program</b>	Triad Employee Assistance Program		877-679-1100	<a href="http://www.triadeap.com">www.triadeap.com</a>
<b>Cellular Discounts</b>	Verizon Wireless	Alan Espinoza	970-216-4214	<a href="mailto:Alan.Espinoza@VerizonWireless.com">Alan.Espinoza@VerizonWireless.com</a>
<b>Pre-Paid Legal</b>	Pre-Paid Legal Services	Kristine Novinskie	970-260-2230	
<b>EHOP Employee Home Ownership Plan</b>	Contact Human Resources	<b>Human Resource Generalist</b> Brenda Kerr 384-6426 <a href="mailto:brenda.kerr@cogs.us">brenda.kerr@cogs.us</a>		<b>Human Resource Director</b> John Angell 384-6412 <a href="mailto:john.angell@cogs.us">john.angell@cogs.us</a>
<b>Community Center Membership</b>	Contact Human Resources			
<b>Wellness Benefit</b>	Contact Human Resources			
<b>Educational Assistance</b>	Contact Human Resources			

The following benefits are available to full-time employees working 32 hours or more a week on the 1<sup>st</sup> of the month following date of hire.

**Medical Plans-Willis HRH of Colorado-CEBT (Colorado Employer Benefit Trust)**

These plans provide coverage for care received in the United Healthcare Network and a limited benefit for services received outside of the network.

<b>Plan Features (In Network/Out of Network)</b>	<b>PPO II <i>The City pays 85% if employee only; and 75% for all other Coverages</i></b>	<b>PPO III <i>The City pays 100% of the cost of the plan</i></b>
<b>Office Visits</b>	PPO \$30.00 co pay Non PPO subject to deductible then 60/40	PPO \$35.00 co pay Non PPO subject to deductible then 60/40
<b>Lab Charges</b>	PPO \$30.00 co pay Non PPO subject to deductible then 60/40	PPO \$35.00 co pay Non PPO subject to deductible then 60/40
<b>Prescription Drugs</b>	<u>Retail</u> -for 30 day supply: Generic \$20.00 Preferred Brand \$35.00 Non-Preferred Brand \$55.00 <u>Mail Order</u> -for 90 day supply: Generic \$40.00 Preferred Brand \$70.00 Non-Preferred Brand \$110.00	<u>Retail</u> -for 30 day supply: Generic \$20.00 Preferred Brand \$35.00 Non-Preferred Brand \$55.00 <u>Mail Order</u> -for 90 day supply: Generic \$40.00 Preferred Brand \$70.00 Non-Preferred Brand \$110.00
<b>Deductible In/Out of Network</b>	\$600.00 (3 per family)	\$1000.00 (3 per family)
<b>Coinsurance</b>	Subject to deductible then PPO 80/20, Non PPO 60/40	Subject to deductible then PPO 80/20, Non PPO 60/40
<b>Maximum Out of Pocket</b>	PPO \$2,650 (\$5,300 family) Non PPO \$5,300 (\$10,600 family)	PPO \$2,750 (\$5,500 family) Non PPO \$5,500 (\$11,000 family)
<b>Items Not Subject to the Plan Deductible</b>	In Network Office visits, Prescription Drugs, Mammograms if routine, Prostate tests, if routine, In Network lab charges, Wellness Benefits	In Network Office visits, Prescription Drugs, Mammograms if routine, Prostate tests, if routine, In Network lab charges, Wellness Benefits
<b>Hospital Charges</b>	Subject to deductible then PPO 80/20, Non PPO 60/40. Precertification is required for inpatient stay, and for surgeries, whether inpatient or outpatient.	Subject to deductible then PPO 80/20, Non PPO 60/40. Precertification is required for inpatient stay, and for surgeries, whether inpatient or outpatient.
<b>Emergency Care</b>	Subject to deductible then PPO 80/20, Non PPO 60/40	Subject to deductible then PPO 80/20, Non PPO 60/40
<b>Maternity/ Prenatal Care</b>	PPO \$30.00 co pay (applies to the first prenatal care visit) Non PPO subject to deductible then 60/40 At the time of birth all charges are billed globally and applied to deductible. 80/20 after deductible.	PPO \$35.00 co pay (applies to the first prenatal care visit) Non PPO subject to deductible then 60/40 At the time of birth all charges are billed globally and applied to deductible. 80/20 after deductible.

<b>Wellness Benefit **</b>	PPO \$30.00 co pay Ages 0-2; \$300.00 @ 100%, then charges apply to deductible and coinsurance PPO \$30.00 co pay Over age 2; \$300.00 @ 100% for any preventative charges	PPO \$35.00 co pay Ages 0-2; \$300.00 @ 100%, then charges apply to deductible and coinsurance PPO \$30.00 co pay Over age 2; \$300.00 @ 100% for any preventative charges
<b>Mammogram (Routine) *</b>	PPO 100% Non PPO 100% of “reasonable & customary”	PPO 100% Non PPO 100% of “reasonable & customary”
<b>Prostate (Routine) *</b>	PPO 100% after \$30.00 co pay Non PPO 100% of “reasonable & customary”	PPO 100% after \$35.00 co pay Non PPO 100% of “reasonable & customary”
<b>X-rays</b>	Subject to deductible PPO 80/20, Non PPO 60/40	Subject to deductible PPO 80/20, Non PPO 60/40
<b>Colonoscopy (Routine, 50+ or older)</b>	<b>Waive the deductible then PPO 80/20, Non PPO 60/40</b>	<b>Waive the deductible then PPO 80/20, Non PPO 60/40</b>
<b>Physical Therapy</b>	PPO \$30.00 co pay Non PPO subject to deductible then 60/40 \$5000.00 annual maximum	PPO \$30.00 co pay Non PPO subject to deductible then 60/40 \$5000.00 annual maximum
<b>CT Scans/MRI's</b>	Subject to deductible then PPO 80/20, Non PPO 60/40	Subject to deductible then PPO 80/20, Non PPO 60/40
<b>PET Scans, and SPECT Scans</b>	Subject to deductible then PPO 80/20, Non PPO 60/40	Subject to deductible then PPO 80/20, Non PPO 60/40
<b>Durable Medical Equipment</b>	Subject to deductible then PPO 80/20, Non PPO 60/40	Subject to deductible then PPO 80/20, Non PPO 60/40
<b>Manipulation of the Spine of Osteopathic Medicine</b>	PPO \$30 co-pay Non PPO subject to deductible then 60/40	PPO \$35 co-pay Non PPO subject to deductible then 60/40
<b>Chiropractor *</b>	PPO/Non PPO \$30.00 co pay; \$1000.00 annual benefit; benefits subject to “reasonable & customary”	PPO/Non PPO \$35.00 co pay; \$1000.00 annual benefit; benefits subject to “reasonable & customary”
<b>Mental/Nervous &amp; Drug/Alcohol</b>	100 visits/days lifetime maximum  In hospital: PPO/Non PPO subject to deductible then 50/50 30 days annual maximum  Outpatient: PPO \$30.00 co pay Non PPO subject to deductible then 50/50 PPO/Non PPO 20 visits annual maximum	100 visits/days lifetime maximum  In hospital: PPO/Non PPO subject to deductible then 50/50 30 days annual maximum  Outpatient: PPO \$35.00 co pay Non PPO subject to deductible then 50/50 PPO/Non PPO 20 visits annual maximum

\* Subject to reasonable and customary guidelines (R&C)

PPO NOTE: The copayment does not apply toward the out of pocket and will still need to be paid even after the out of pocket has been satisfied. Combination of PPO and Non PPO out of pocket limit will never exceed the Non PPO out of pocket limit.

\*\* PPO Well-Child Visit means a visit to a provider that includes the following elements; age appropriate physical exam (but not a complete physical exam unless this is age appropriate), history, anticipatory guidance and education (e.g. examine family functioning and dynamics, injury prevention counseling, discuss dietary issues, review age appropriate behaviors, etc.) growth and development assessment. For older children, this also includes safety and health education counseling.

Child Wellness/ 0 through 12 years of age

In-Network Benefits

100% subject to member's co pay with no maximum

Out-of-Network Benefits

100% up to \$200, thereafter deductible is waived, Maximum paid at 60%

Deductible is waived for these types of services:

Age 0-12 months	5 well-child visits
Age 13 months-35 months	2 well-child visits
Age 3-6 years	3 well-child visits
Age 7-12 years	3 well-child visits
Age 0-12 months	Immunizations as recommended by the American Academy of Pediatrics

**This comparison of coverages is intended only as a general description for the principal features of the benefit plans. Please contact Willis HRH/Human Resources if you need further information.**

**Medical Monthly Premiums**

Monthly Cost-Medical	PPO III	PPO II
Employee	\$0	\$60.82
Employee + 1	\$0	\$199.33
Family	\$0	\$279.64

**Dental-HRH of Colorado-CEBT (Colorado Employers Benefit Trust)**

The City of Glenwood Springs dental plan allows you the flexibility to receive care from any dentist. Your dentist may request that you pay for services when they are received and then submit the claim to CEBT for dental reimbursement.

You may download dental claim forms directly from CEBT at <http://cebt.org/forms.asp>

\* All fees and percentages below are based on “usual and customary charges”

<b>Type of Service</b>	<b>Amount You Pay</b>
<b><u>Type I-Preventative Services</u></b> (Oral exams, prophylaxis, fluoride treatments, sealants, and x-rays)	
• Deductible	Waived
• Coinsurance	20%
<b><u>Type II-Basic Services</u></b> (Emergency palliative services, space maintainers, simple extractions, anesthesia, and restorative fillings, oral surgery, endodontic, and periodontics.	
• Deductible	\$50 Single/\$150 Family
• Coinsurance	20% after deductible
<b><u>Type III-Major Services</u></b> Onlays and crowns, dentures, bridges, prosthetic repairs, implants, and other prosthetic devices	
• Deductible	Combined with Basic
• Coinsurance	50%
<b><u>Annual Maximum</u></b>	<b>\$1200</b>
<b><u>Type IV-Orthodontia Services</u></b> Eligible dependent children to age 19. Treatment must be completed prior to age 19	
• Coinsurance	50%
• Maximum Lifetime Benefit	<b>\$1200</b>

**\*\*Waiting Period**

Waived for orthodontia work in progress; however, CEBT will reduce the lifetime benefit of \$1200 by the amount of benefits paid by the previous carrier. Dependents that do not currently have work in progress must satisfy the six (6) months waiting period.

<b>Monthly Cost-Dental</b>	
<b>Employee</b>	\$29.96
<b>Employee + 1</b>	\$69.97
<b>Family</b>	\$95.20

**Vision-Vision Service Plan (VSP)-HRH of Colorado-CEBT (Colorado Employers Benefit Trust)**

The Vision plan allows you the flexibility to receive care and services from any vision care provider, but greater discounts can be received at a VSP provider. If services are rendered by a VSP provider, you are only required to pay your respective co-pay amount and no claim form will need to be filed. If you visit an out-of-network provider you will need to submit a claim form for reimbursement.

<b>Member Doctor Benefits</b>	<b>Up To</b>	
Elective Contact Lenses Allowance	\$120	Once every 12 months
Exam Co-pay	\$15 co pay	Employee pays the co-pay and the rest of exam is covered. Subject to (R &C) reasonable and customary guidelines. Once every 12 months
Material Co-pay	\$15 co pay	Employee pays the co-pay and the rest of materials are covered. Subject to (R &C) reasonable and customary guidelines. Once every 12 months
Frame Allowance (retail)	\$120	Once every 24 months
<b>Non-Member Doctor Benefits</b>		
Exam		\$35
Single Lens		\$25
Bifocal Lens		\$40
Trifocal Lens		\$55
Elective Contact Lenses		\$120
Frames		\$45

<b>Monthly Cost-Vision</b>	
<b>Employee</b>	\$9.96
<b>Employee + 1</b>	\$14.16
<b>Family</b>	\$24.22

**-Flexible Spending Accounts-**

Flexible Spending Accounts provide you with an important tax advantage that can help you pay health care and dependent care expenses on a pre-tax basis. By anticipating your family's health care and dependent care costs for the next year, you can actually lower your taxable income.

**Health Care Reimbursement FSA-Discovery Benefits**

This program lets City of Glenwood Springs employees pay for certain IRS-approved medical expenses not covered by their insurance plan with pre-tax dollars. The maximum amount you may contribute to the Health Care FSA is \$5,000. Some examples include:

- Prescriptions and approved over-the-counter medications
- Deductibles and co-pays

**Dependent Care FSA-Discovery Benefits**

The Dependent Care FSA lets City of Glenwood Springs employees use pre-tax dollars towards qualified dependent care. The annual maximum amount you may contribute to the Dependent Care FSA is \$5,000 per calendar year.

- The cost of child care in or out of your home, nursery schools and preschools (excluding kindergarten)

**-Life & AD & D Insurance-**

**Basic Life & AD & D Insurance-HRH of Colorado-CEBT (Colorado Employer Benefit Trust)**

The City of Glenwood Springs provides full-time employees with 1 ½ times their basic annual earning group life and accidental death and dismemberment (AD & D) insurance, at no cost to the employee. The maximum benefit amount is \$300,000. The City of Glenwood Springs also provides your eligible dependents with a dependent life benefit of \$5,000 for your spouse and \$200 for each child over 14 days, but less than 6 months, and \$2,000 for each child over 6 months, but less than 19 years of age.

**Voluntary Life and AD & D Insurance-The Standard**

Employees who want to supplement their group life insurance benefits may purchase additional coverage. When you enroll yourself and/or dependents in this benefit, you pay the full cost through payroll deductions. You can purchase coverage for yourself in increments of \$25,000, up to a total of \$300,000. If enrolled when initially eligible, employee coverage is guaranteed without evidence of insurability for up to \$100,000, spouses are guaranteed for up to \$10,000, and children are guaranteed for up to \$5,000. If you are interested in this benefit please consult the Human Resources Department for enrollment information and cost.

**-Disability Insurance-**

**Short Term Disability Income Benefits-Lincoln Financial**

The City of Glenwood Springs provides full-time employees with the opportunity to purchase short-term disability income benefits. Coverage is guaranteed if you enroll when initially eligible. In the event you become disabled from a non-work related injury or illness, disability income benefits are provided as a source of income. You are not eligible to receive short-term disability benefits if you are receiving worker’s compensation benefits.

Short-term Disability	
Benefits Begin	1 <sup>st</sup> day accident/hospitalization/injury 8 <sup>th</sup> day illness
Percentage of Income Replaced	60% of your weekly salary
Maximum Benefit	\$1000 Week
Monthly Cost (To Calculate Cost)	(1) Annual Salary/52*.6=Weekly Coverage Amount (2) Weekly Coverage Amount/10*.4=Monthly Cost

**Long Term Disability Income Benefits-Lincoln Financial**

The City of Glenwood Springs provides full-time employee with long-term disability income benefits and pays the full cost of the benefit.

Long-term Disability	
Benefits Begin	After 90 days of continuous disability
Percentage of Income Replaced	60% of your weekly salary
Maximum Benefit	\$5000

**FMLA**

Short Term or Long Term Disability Leave may run concurrently with FMLA Leave. Please contact Human Resources if you will miss work as a result of a serious medical condition.

**401(k) Pension**

After completion of six (6) months on continuous employment with the City, all full-time employees may participate in the 401(k) Pension Plan. Participation begins on the first day of the month following completion of a full six months.

The City automatically contributes a flat 4% of the employee's salary toward each eligible employee's account.

Employees may contribute a percentage of his/her gross income up to a maximum of \$16,500/year. The City matches the first 3% of the employee's contribution.

All contributions made by the employee to the 401(k) are 100% vested. City contributions to the 401(k) are vested according to the following schedule:

Year	Percentage
Less than 1	None
1 but less than 2	20%
2 but less than 3	40%
3 but less than 4	60%
4 but less than 5	80%
5 or more	100%

**401 (a) Pension (Fire & Police Employees Only)**

Employees of the Fire and Police Departments are provided retirement benefits in lieu of social security contributions in the form of a 401(a) Pension Plan. The employee shall contribute 7.5% of their salary, the City will also contribute an amount equal to 7.5% of the employee's salary.

All contributions made by the employee to the 401(a) are 100% vested. City contributions to the 401(a) are vested according to the following schedule.

Year	Percentage
Less than 1	None
1 but less than 2	20%
2 but less than 3	40%
3 but less than 4	60%
4 but less than 5	80%
5 or more	100%

## 457 Pension Plan

The City of Glenwood Springs' 457 Pension Plan is available to all regular full-time employees, permanent part-time employees, City Council, and City Council appointees. Eligible employees may start contributions on the first of the month following the date of hire.

All contributions are made solely on a voluntary basis by the employee; the City of Glenwood Springs doesn't match contributions to this plan. All employee contributions are 100% vested. Eligible employees may contribute a percentage of his gross income up to a maximum of \$16,500 per year. This can be in addition to amounts contributed to an employee's 401(k) Plan.

This plan is offered as a companion to the City's 401(k) Plan, and to the above employee types who are not eligible to participate in the City's 401(k)

## -Employee Home Ownership Plan-

### (EHOP)

The Employee Home Ownership Plan (EHOP) is a benefit that allows employees to apply for a loan from the City to assist with down payment and closing costs for the purchase of a primary residence.

- It is available to full and regular part time employees who have been employed for a minimum of 1 year.
- The property must be within 30 miles of the City.
- Employees are eligible to borrow up to \$40,000 or 18% of the purchase price, whichever is less.
- Employees are required to make a minimum contribution of \$2,000.
- There is a partial loan forgiveness feature for homes purchased within the Glenwood Springs city limits.

For additional terms, conditions and information, please contact Human Resources.

## HomeBenefitIQ

HomeBenefitIQ is a program designed to bring you extensive information about buying, selling and financing real estate. It allows you to confidentiality shop for a mortgage; receive price clarity, save time and save money through various discounts. For more information log onto: [www.HomeBenefitIQ.com](http://www.HomeBenefitIQ.com)

User name: cityGWS

Password: benefit

## -Educational Assistance-

Subject to the availability of funds, the City may contribute a maximum of \$1,500.00 per year, per regular full-time employee, for educational purposes. The education must be in conjunction with the employee's position with the City of Glenwood Springs and must have prior approval of the City Manager.

Reimbursement will be contingent upon satisfactory completion of the program with a passing grade of C or better.

If an employee voluntarily leaves City employment, repayment in part or full for the educational instruction may be required. Employees will be asked to sign an agreement stating such. Employees are encouraged to discuss their education needs with their supervisor prior to City budgetary process for the year in which education is desired.

## **-Community Center Membership-**

All City of Glenwood Springs full-time, Reserve Fire Fighters, permanent part-time employees and their immediate families may enjoy the benefits of a free membership (the value of the pass is a taxable benefit) to the City of Glenwood Springs Community Center. Immediate family members are spouses and children 18 and under.

This membership entitles employees and their immediate family free access to: open gym, winter public ice skating, unlimited use of the fitness center, free fitness orientations, aquatics center public swim and free use of the internet lab.

Additionally, whether you're a resident or a non-resident of the City of Glenwood Springs, all Community Center fees for charged services will be at the rate of a resident member.

To activate your membership, come to Human Resources to receive the necessary signed authorization. Upon presentation the Community Center staff will issue you and your family members a membership card. This free membership will continue as long as you are a city employee.

## **-Wellness Benefit-**

The City of Glenwood Springs maintains a comprehensive wellness program and is dedicated to the wellness and the preventive care of its employees and their families. This wellness program has been designed for all levels of health and fitness.

All employees are encouraged to participate in at least some of the various activities/events within the program guidelines within the calendar year.

Some benefits of wellness program are:

- Wellness Days-Full-time and regular part-time employees can earn up to 24.0 hours of paid time off annually for participating in various wellness activities throughout the year. (This benefit has no cash value upon termination of employment)
- Flu Shots
- Vaccinations (Department Specific)
- \$300.00 Wellness Benefit available through health insurance plan for annual physicals, and preventive care. (Some restrictions apply)

For further information and program guidelines, please visit the Human Resources Department.

## **-Employee Assistance Program-**

### **Triad**

Triad is an Employee Assistance Program that offers confidential and free counseling and referral services. Triad offers employees, spouses, and dependent children less than 19 years of age counseling services for personal, work related, or financial concerns.

The first six sessions are free. Triad does not release the employee name or information to the City of Glenwood Springs.

**-Longevity Pay-**

After five (5) years of continuous employment with the City, all full-time regular employees may qualify for longevity pay. It will be awarded at the sole discretion of the City Manager on each anniversary of the employee's hire date and will be re-evaluated annually. If an employee is awarded longevity pay, the entire amount will be paid on the first pay day after the anniversary hire date. The employee must have completed the years of service set forth in the schedule below:

Completed Years of Service	Dollar Amount
5 through 9 years	\$350.00
10 through 14 years	\$700.00
15 through 19 years	\$1050.00
20 through 24 years	\$1400.00
25 and up	\$1750.00

**-Holidays-**

The following have been designated as legal holidays for City full-time regular employees and shall be granted with pay:

- New Year's Day, January 1st
- President's Day, third Monday of February
- Memorial Day, last Monday of May
- Independence Day, July 4th
- Labor Day, first Monday of September
- Thanksgiving Day, fourth Thursday of November
- Day after Thanksgiving, fourth Friday of November
- Christmas Eve, the last scheduled working day before Christmas, December 24th
- Christmas Day, December 25th
- Floating Holidays (2) (See Employee Handbook for exclusions)

Subject to the discretion of the City Manager, when a holiday falls on a Saturday, the preceding Friday will be observed as the holiday, and when it falls on Sunday, the following Monday shall be observed. When a holiday falls within a period of paid leave (i.e., vacation, sick, etc.), the employee shall be paid for the holiday with no deduction from accrued leave.

**\*Certain employees of the Police Department are granted an exception from the listed holidays and observe 9 holidays on other days.**

Full-time, regular employees shall be granted annual leave on a graduated accrual basis. This leave shall begin to accrue immediately upon employment. Annual leave shall not be taken until an employee has completed six (6) months of continuous service. Annual leave will not be granted in advance of accrual and cannot be taken without prior supervisor approval.

Non-supervisory employees shall accrue annual leave on the following basis of completed continuous service:

<b>Regular Full-Time Employees</b>	<b>Accrual Rate</b>
<b>0-5 years:</b>	<b>1 day per month</b> -12 days to a maximum accrual of 17 days annually (136 hours)
<b>6-10 years:</b>	<b>1.25 days per month</b> -15 days to a maximum accrual of 20 days annually (160 hours)
<b>11-15 years:</b>	<b>1.5 days per month</b> -18 days to a maximum accrual of 23 days annually (184 hours)
<b>Over 15 years:</b>	<b>1.75 days per month</b> -21 days to a maximum accrual of 26 days annually (208 hours)

Supervisory employees shall accrue annual leave on the following basis of completed continuous service:

<b>Supervisory Employees</b>	<b>Accrual Rate</b>
<b>0-5 years:</b>	<b>1 day per month</b> -12 days to a maximum accrual of 34 days annually (272 hours)
<b>6-10 years:</b>	<b>1.25 days per month</b> -15 days to a maximum accrual of 40 days annually (320 hours)
<b>11-15 years:</b>	<b>1.5 days per month</b> -18 days to a maximum accrual of 44 days annually (368 hours)
<b>Over 15 years:</b>	<b>1.75 days per month</b> -21 days to a maximum accrual of 52 days annually (416 hours)

Fire Department shift employees must take time off in 24 hour increments (or as allowed by the Fire Chief/Department Head), rather than the 8-hour increments utilized by other City employees.

<b>Regular, Fire Department Shift Employees</b>	<b>Accrual Rate</b>
<b>0-5 years:</b>	<b>11 hours per month</b> -to a maximum accrual of 187 hours
<b>6-10 years:</b>	<b>13.75 hours per month</b> -to a maximum accrual of 220 hours
<b>11-15 years:</b>	<b>16.5 hours per month</b> -to a maximum accrual of 253 hours
<b>Over 15 years:</b>	<b>19.5 hours per month</b> -to a maximum accrual of 286 hours

When/if an employee transfers from one accrual type to another, his/her accrued annual leave shall transfer. All unused annual leave above the maximum will be forfeited.

**-Sick Leave-**

Full-time, regular employees shall begin to accrue sick leave immediately upon employment. Employees shall accrue sick leave on the following basis of continuous service:

<b>Regular, Full-Time Employees</b>	8 hours per month to a maximum of 960 hours
<b>Regular, Full-Time Fire Department Employees</b>	11 hours per month to a maximum of 1,320 hours

Upon retirement, pursuant to established criteria within the City’s retirement plans, employees will be paid at their current rate, for accrued sick leave.

**-Permanent Part-Time-**

Regular Part-time employees accrue Holiday, Annual Leave (vacation) and Sick Leave on a prorated basis determined by the average number of hours worked per week for the preceding 8 weeks. For example, if a regular part-time employee works an average of 20 hours per week, they will accrue leave at the rate of ½ that of a regular full-time employee.

**-Miscellaneous Benefits-**

**-Van Pool-**

The City of Glenwood Springs runs a commuter van program for down valley employees. The City runs two vans daily to accommodate different shifts. The cost to employees is \$1.00 per day, each direction. The times listed below are summer schedules. Winter pick-ups are subject to change depending on conditions.

<b>Early Van</b>	<b>Pick Up Times</b>
Rifle-City Market	6:10 A.M.
Silt-Southside Park & Ride	6:20 A.M.
New Castle-City Market	6:30 A.M.

<b>Late Van</b>	<b>Pick Up Times</b>
Rifle-Metro Park (16 <sup>th</sup> & Railroad)	7:15 A.M.
Silt-Southside Park & Ride	7:25 A.M.
New Castle-City Market	7:35 A.M.

For more information contact:  
Early Van-Buddy Burns 384-6344  
Late Van-Gretchen Ricehill 384-6428

## -Employee Purchase Programs (Computers/Electronics Discounts)-

Certain manufacturers offer government employees discounts on their products.

- Dell Computers-  
[http://www.dell.com/content/default.aspx?c=us&l=en&s=eep&cs=2248&link\\_number=17967996](http://www.dell.com/content/default.aspx?c=us&l=en&s=eep&cs=2248&link_number=17967996)
- HP Computers-  
[https://www.shopping.hp.com/webapp/shopping/register\\_epp.do?jumpid=re\\_r329\\_hpdirect\\_hho](https://www.shopping.hp.com/webapp/shopping/register_epp.do?jumpid=re_r329_hpdirect_hho)

These are just two examples. To place an order with one of the above companies it is recommended that you place your order by telephone and advise them that you are a government employee who is employed with The City of Glenwood Springs.

Many companies offer government employee discounts and it is as simple as asking prior to a purchase.

## Verizon Wireless Discount

Verizon Wireless offers state and local government employees a discount of 18% off monthly access fees for employees and their family. Some restrictions apply.

For more information contact:

Alan Espinoza

970-216-4214

Alan.Espinoza1@VerizonWireless.com

## Pre-Paid Legal

The City also offers all full-time and regular part-time the option of voluntary enrollment with Pre-Paid Legal Services. Employees can elect to start or stop this coverage at any time. For further details please contact Human Resources.

Some of the services include:

- Preventative Legal Services
- Motor Vehicle Legal Services
- Trail Defense Services
- IRS Audit Legal Services
- Legal Shield
- Identity Theft Protection

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