

2021 City of Glenwood Springs Summary of Benefits



The City of Glenwood Springs is pleased to offer these benefit choices to our Part-Time and seasonal employees.

Disclaimer: If there are any discrepancies between this guide and the actual Plan Documents or Handbook, the Plan Documents or Handbook will prevail. Plan provisions do not constitute an employment contract with any individual.

Employee
Assistance Program

Sick Leave

Public Health
Emergency Leave

Community Center
Membership

ELIGIBILITY FOR BENEFITS

Regular Part-Time employees are those who are regularly scheduled to work fewer than 29 hours per week and who are not hired on a temporary basis. Regular Part-Time employees are eligible for benefits based on the details outlined in the document below. Each benefit has different eligibility as determined by the plan document and the Employee Handbook.

EAP - Employee Assistance, Counseling, and Referrals

Triad is an Employee Assistance Program that offers confidential and free counseling and referral services. Triad offers Regular Part-Time Employees counseling services for personal, work-related, legal, or financial concerns.

The first six sessions are free. Assistance is completely confidential. Triad does not release the employee's name to the City of Glenwood Springs.

Employees may access their Employee Assistance Program through Triad EAP at www.triadeap.com username: cebt and password: eap. Or by calling 970-242-9536 or 877-679-1100.

SICK LEAVE

All Regular Part-Time employees shall begin to accrue sick leave immediately upon employment. Regular Part-Time employees shall accrue sick leave on the following basis of service:

	Accrual Rate	Maximum Accrual
Regular, Part-Time Employees	1 hour for every 30 hours worked	48 hours

PUBLIC HEALTH EMERGENCY LEAVE

During a qualifying public health emergency, the City will supplement leave amounts to ensure that all employees have the leave necessary to have up to two weeks of sick leave for qualifying reasons related to COVID-19 or other qualifying emergencies. Leave supplemental amounts are calculated based on leave accrued as of January 1, 2021.

For full-time employees, this is a maximum of 80-hours and it is prorated for Regular Part-Time status employees based on their regularly scheduled hours of work. The City will not provide sick leave for those employees who have the necessary amount of sick leave through their regular sick leave accrual. Employees are only eligible for supplemental Public Health Emergency Leave (PHEL) once during the entirety of a qualifying public health emergency.

An employee may take paid sick leave during a public health emergency for the following reasons.

The employee:

- 1) is self-isolating due to a positive diagnosis, of the illness that is the cause of the public health emergency;
- 2) is experiencing symptoms, seeking a medical diagnosis, medical treatment, or seeking preventive care with respect to the illness causing the public health emergency;
- 3) public health officials or the employer determines it is unsafe for the employee to come to work due to the public health emergency;
- 4) is caring for a family member in the above circumstances;
- 5) needs to care for a child or other family member whose childcare facility is unavailable, or the child's childcare facility or school is closed due to the public health emergency;
- 6) is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

These provisions will apply only when the State of Colorado is under a public health emergency declaration.

COMMUNITY CENTER MEMBERSHIP

All City of Glenwood Springs Regular Part-Time employees may enjoy the benefits of a free membership to the City of Glenwood Springs Community Center (the value of the pass is a taxable benefit).

This membership includes 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. All other Community Center fees for charged services will be at the rate of a resident member.

NOTE: Regular Part-Time employees are eligible for a pass for themselves only. No family members would qualify for memberships or discounts.

To activate your membership, please contact Human Resources. This free membership will continue as long as you are a city employee.

****You must renew each year through the Community Center.***