



AGENDA ITEM REQUEST FORM

Communication to Board of County Commissioners

To: Board of County Commissioners

From: Chanda Johnson, Human Resources Director

Today's Date: March 29, 2022

BoCC Meeting Date: April 5, 2022

Item: Handbook Changes

Request or Issue: Handbook proposed changes: 1. Introductory Period – addition, 2. Holidays - updating approved list, 3. Short-term Disability – updating handbook to be congruent with current waiting period.

Recommended Action / Next Step: Approve introductory period policy for new classified employees in their first six months of a position. Similar to a probationary period, the introductory period allows the organization to be able to assess the employees fit into a new position. Approve changes made to holidays adding Juneteenth. Approve the change in waiting period for short-term disability from a previous waiting period of 7 days to the 14-day current waiting period.

Financial Impact(s): n/a

Grant Funded: no

Background Information:

The proposed policy to be added to the handbook:

INTRODUCTORY PERIOD

All classified employees must complete an introductory period. The introductory period is used by the supervisor to observe the employee's ability to satisfactorily perform assigned duties and responsibilities as described in the job description. During the introductory period, the employee is expected to demonstrate the necessary skills and abilities to perform the duties for which he/she is employed. The supervisor, when assessing the employee's performance and suitability for continued employment, will evaluate his/her ability to perform the assigned job duties as well as; punctuality, attendance, willingness to work with others, civic-mindedness and positive response to supervision. The introductory period of six (6) months applies to all changes in position including; new hire, rehire, transfer, reassignment, demotion or promotion. Successful completion of the introductory period does not imply guaranteed continued employment with the County and does not alter an employee's status as an "at will" employee. The employee and employer relationship is for the mutual benefit of both parties and either party may sever the relationship at their will at any time. During this probationary period, an employee may be disciplined or terminated by their supervisor for any lawful reason.

Short-Term Disability (STD)

Currently the County provides full-time employees with the opportunity for income continuation in the event of a major illness or non-job-related injury that prevents an employee from working normal job.

STD begins on the **15th** calendar day of a qualified sickness or injury. Employees may be eligible for up to 12 weeks of STD.

During the **14**-day waiting period, employees must use sick time, if they do not have sick time they may use vacation time, personal time, or go without pay.

STD pays 60% of an employee's weekly earnings, with the maximum benefit amount of \$1,000 weekly. If an employee is approved for STD, and wants to make their pay "whole", they may choose to do so by using sick time. If they do not have any sick time, then they may use personal or vacation time.

The employee will not accrue sick or vacation leave during a disability leave of absence, nor will the employee be paid for any holiday, bereavement leave, or employer's jury duty pay that occurs during the leave of absence.

Holidays

The Department Directors/Elected Officials should adjust work schedules in order to meet the needs of the departments and the County with the goal of providing the holiday hours to its employees.

It is the County's intention to provide **13** holidays to its full-time employees. In addition, the Board of County Commissioners may, from time to time, declare additional days as Holidays. Days so declared entitle employees to the same benefits as if the day were part of the list.

An employee will be paid the number of hours in holiday pay that the employee normally works per day. For example, if an employee's normal schedule is 4 days a week, with 10-hour days, then the employee would receive 10 hours of holiday pay per holiday. When a holiday falls on an eligible employee's regular day off, the employee should receive a different day off in the same week as the holiday with Department Director/Elected Official approval. On occasion, departments/offices having weekend hours may designate an alternate holiday date in order for employees to observe the actual holiday.

Days designated as Paid Holidays at Gilpin County:

- | | | |
|---------------------------|---|-----------------------------|
| 1. New Year's Day | - | January 1st |
| 2. Martin Luther King Day | - | Third Monday in January |
| 3. Presidents Day | - | Third Monday in February |
| 4. Memorial Day | - | Last Monday in May |
| 5. Juneteenth | - | June 19th |
| 6. Independence Day | - | July 4 th |
| 7. Labor Day | - | First Monday in September |

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|-----------------------------------|---|--------------------------------------|
| 8. Frances Xavier Cabrini Day | - | First Monday in October |
| 9. Veterans Day | - | November 11 th |
| 10. Thanksgiving Day | - | 4 th Thursday in November |
| 11. Friday after Thanksgiving Day | | |
| 12. Day before Christmas Day | | |
| 13. Christmas Day | - | December 25 th |

Amount of agenda time needed: 5 minutes

Is this item time sensitive: Yes