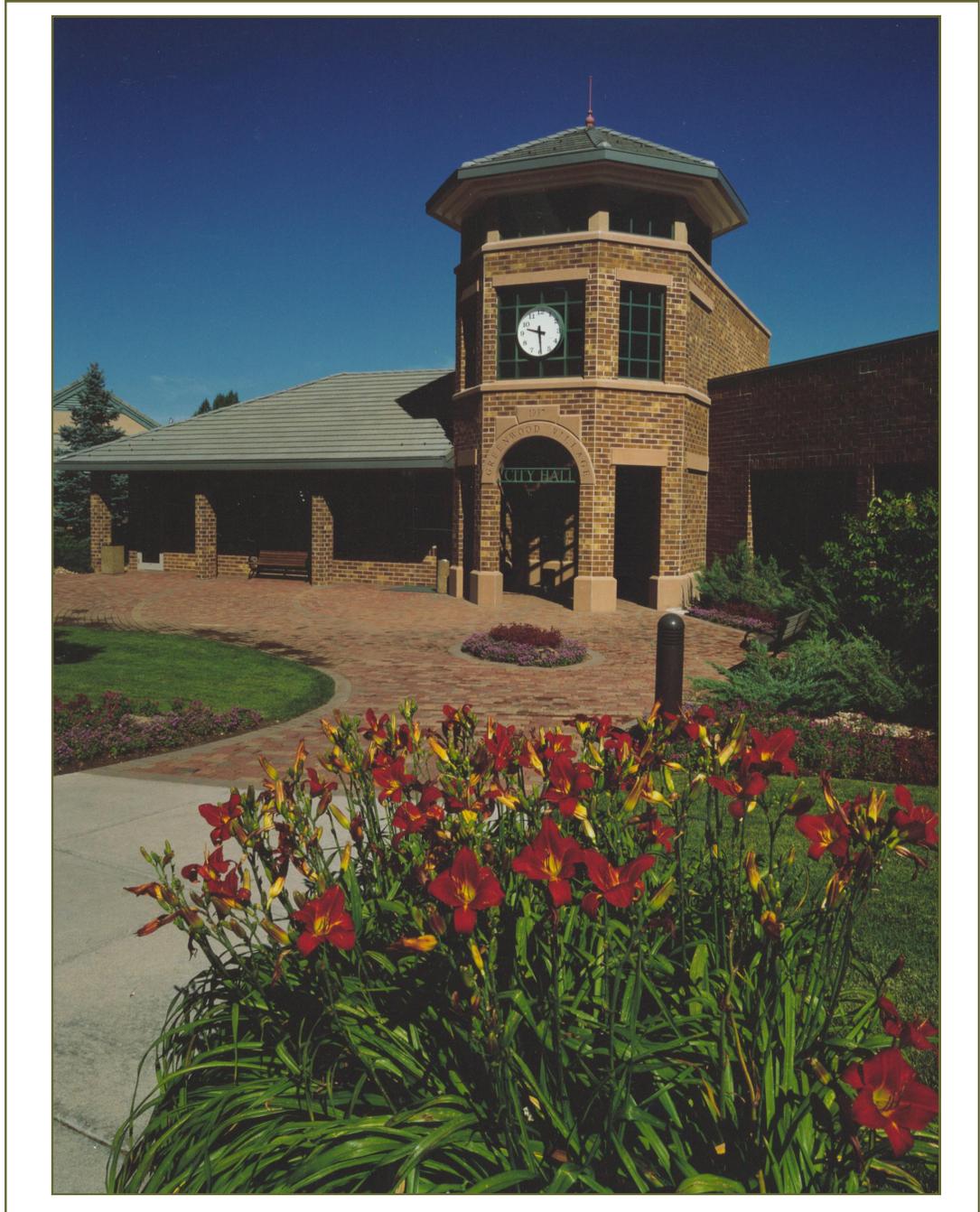


# GREENWOOD VILLAGE



## 2016 LEAVE GUIDELINES AND SUMMARY OF BENEFITS

## Holidays

The Village currently observes the following eleven holidays throughout the year:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25

All full and part-time benefited employees shall be compensated at their regular rate of pay for each holiday. Police Department essential employees required to work 24 hours a day, 7 days a week, 365 days a year shiftwork shall be compensated for any official holiday worked with an additional, compensatory day off scheduled at the discretion of their supervisor.

When any of the above holidays falls on a Sunday, the following Monday shall be observed as a legal holiday. When any of the above holidays fall on a Saturday, the preceding Friday shall be observed as a legal holiday.

## Vacation Leave

All full and part-time benefited employees are eligible for vacation leave during the calendar year. Regular full-time employees accrue leave time according to the following schedule:

<u>Years of Service</u>	<u>Hours Earned Per Month</u>	<u>Hours Earned Per Year</u>
0 - 5 years of service	8 hours	96 hours
6 - 9 years of service	10 hours	120 hours
10 + years of service	13.34 hours	160 hours

All part-time benefited employees accrue leave hours proportionate to their regularly scheduled work hours per week.

The maximum number of vacation hours an employee may accrue is three hundred and twenty (320) hours. Vacation leave may be used as hours are accrued and shall be taken at a time approved by the department director or his/her designee. In the case of department directors, time shall be taken at a time approved by the City Manager.

## Sick Leave

All full and part-time benefited employees are eligible for sick leave during the calendar year. Full-time benefited employees accrue sick leave at a rate of 8 hours per month. (3.69 hour per pay period). Part-time benefited employees accrue leave hours proportionate to their regularly scheduled work hours per week.

The maximum number of sick leave hours an employee may accrue is seven hundred and twenty (720) hours. Employees may utilize earned sick leave hours for scheduled medical appointments and unexpected illnesses and injuries for themselves and for the employee's spouse (includes a partner in a valid civil union under State law), child or parent. Employees must notify their immediate supervisor or department director when they are unable to work due to illness or injury. A report from the employee's doctor may be required, at the discretion of the department director, indicating the nature of the illness or other reason for the absence and a release from the doctor to return to work.

Sixteen (16) accrued sick leave hours per year may be used at the employee's discretion for personal matters.

## Sick Leave Conversion to Vacation

Employees who have accumulated more than 480 sick leave hours may convert accrued sick leave in excess of that amount at a rate of 2 sick leave hours to 1 vacation hour. A maximum of 80 sick leave hours may be converted to 40 vacation hours once in any calendar year. A minimum accrual balance of 480 hours must be maintained after the conversion is made.

## Sick Leave Bank

All full and part-time benefited employees who are unable to work because of a medical condition, injury or sickness and do not have adequate sick leave or vacation leave may request to utilize hours donated to the sick leave bank. Requests will be considered by the Executive Management Team. The sick leave bank can be used for a maximum of 480 hours over the course of employment with the Village. Employees shall first exhaust all sick leave and vacation leave before being eligible to use the sick leave bank. All leave accruals stop during the use of sick bank hours. Employees who have used hours from the sick bank shall pay back the sick leave bank at the rate of 50% of future accrual of both sick and vacation leave.

Any employee who has a minimum of 40 hours of sick leave or 40 hours of vacation leave accrued, may annually volunteer to donate up to sixteen (16) hours of leave to the sick bank.

## **Family and Medical Leave**

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 weeks per year of job protected leave, which may or may not be with pay, to be used for the following reasons:

### Medical Leave:

- A serious health condition that makes the employee unable to perform his/her job
- Incapacity due to pregnancy, prenatal medical care or child birth

### Family Leave:

- To care for the employee's child after birth, or placement of a child with employee for adoption or foster care
- To care for the employee's spouse (includes a partner in a valid civil union under State law), child or parent who has a serious health condition

### Military Family Leave:

- To address certain qualifying exigencies of the employee's spouse, child or parent on or called to active duty in the Armed Forces, National Guard or Reserves. Qualified exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.
- To care for an employee's covered service member who is undergoing medical treatment, recuperation or therapy or is otherwise on the temporary disability retired list for a serious injury or illness; or a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness (up to 26 weeks)

**ELIGIBILITY REQUIREMENTS:** Employees are eligible if they have worked for the Village for at least 12 months and at least 1,250 hours during the prior 12 months.

**DEFINITION OF SERIOUS HEALTH CONDITION:** A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents a qualified family member from participating in school or other daily activities. Continuing treatment and a period of incapacity of more than three consecutive full calendar days shall trigger FMLA and require medical certification.

**GUIDELINES:** Eligible employees may request up to 12 weeks of leave within a 12 month period (or 26 weeks as explained above). The 12 month period is measured forward from the date the employee's first FMLA leave begins. When the employee and the employee's spouse are both employed by the Village, the combined amount of Family Leave may be restricted to 12 weeks leave within the 12 month period *unless* the leave is for the employee's own or a child's serious health condition. In cases of a sick employee or child, each spouse may take 12 weeks of leave. The combined leave for child birth, to care for a newborn, or adoption or foster care may not exceed 12 weeks of leave.

An employee does not need to use leave in one block. Leave can be taken on an intermittent or a reduced leave schedule when medically necessary. Arrangements must be agreed upon in advance by the department director. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Village operations. For regular part-time employees, or those who work variable hours, leave hours shall be calculated on a pro-rata or proportional basis.

**PROCEDURE:** Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events so that the necessary arrangements can be made. Requests for leave must be made in writing stating the reason for the leave, the starting date and the anticipated return to work date. FMLA forms are available from the Human Resources Office.

**CERTIFICATION:** Medical certification of any serious health condition is required and a fitness-for-duty release must be provided prior to returning to duty. The Village may, at its discretion and expense, require certification by a Village designated health care provider. Documentation confirming family relationship, adoption or foster care may be required.

**USE OF LEAVES:** Upon approval for Family and Medical Leave, an employee must first use all accrued sick leave hours. An employee may then elect to use some, all or no accrued vacation leave or comp time hours during this period. Leave taken for the employee's own serious health condition which qualifies for Workers Compensation benefits will be counted toward the 12 week FMLA period, but sick and vacation leave will not be used during any period eligible for Workers Compensation benefits, as the employee may use Injury Leave for work-related injuries/illnesses.

**BENEFIT CONTINUATION:** During the time that an employee is on Family and Medical Leave with or without pay, there will be no loss of credited service for longevity or retirement. The Village will maintain coverage under any applicable group plan (this includes medical, dental, life and disability) for the duration of the employee's FMLA leave. Such coverage will be maintained at the same level and under the same conditions as would have been provided if the employee had continued in employment for the duration of the leave. In other words, the Village and the employee will continue the same contribution responsibilities as existed when the employee began the leave.

The employee's and Village's contributions to 401(a), 401(k) or 457 retirement plans will continue as long as the employee is on paid leave. All contributions will be suspended during periods of unpaid leave.

If on FMLA without pay, the Village will pay the group health care premium in full and recover the employee's contribution through a payroll deduction thirty (30) days after return to work. Employees will need to make arrangements for payment to the elective insurance benefits through the Human Resources Office. Leave accruals such as sick leave, holidays or vacation leave will be suspended during leave without pay and will resume when you return to active employment.

**FAILURE TO RETURN FROM LEAVE:** If the employee fails to return from FMLA leave, the Village may recover the entire premium paid for maintaining group coverage from the employee's final payroll check, or bill the employee who failed to return for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

**RE-EMPLOYMENT RIGHTS:** An eligible employee who takes FMLA leave, except for certain highly compensated employees as defined by the FMLA, and returns to work within the twelve (12) week maximum period will be restored to the position held at the time the leave began or an equivalent position. Any salary increases or benefit changes which are not dependent on performance assessments will be made effective on the date which the employee returns to work.

**WHY FMLA LEAVE MAY BE DENIED:** Examples of reasons for which the Village may deny a request for leave under the FMLA include:

- You fail to give timely advance notice when the need for the FMLA leave is foreseeable; or

- You fail to provide, in a timely manner, a requested medical certification to substantiate the need for FMLA leave due to a serious health condition; or
- Notification and appropriate certification confirming family relationship is not provided in a timely manner; or
- You advise the Village, either before or during the taking of leave, that you do not intend to return to work and the employment relationship is terminated; or
- You fraudulently obtain FMLA leave from the Village.

Any procedures not covered by this policy will be handled in accordance with federal regulation 29 C.F.R. Part 825, The Family and Medical Leave Act of 1993.

## Injury Leave

Employees are insured under the Workers' Compensation Act for injuries sustained in the course of their employment. It is the employee's responsibility to report any accident they have on the job to their supervisor in order to receive workers' compensation benefits. It is extremely important that the necessary forms be filed in a timely manner.

All full and part-time benefited employees who are injured on the job may be paid for a maximum of 720 hours for time off due to the injury as defined below. When an employee is injured on duty, the department director or designated representative shall conduct an investigation in accordance with procedures outlined in the Greenwood Village Safety Policies and Procedures Manual to determine the circumstances of the injury. If the investigation shows that the injury was caused or aided by the employee's negligence or disregard for safety rules and regulations, the department director shall work in consultation with the Risk Manager to determine whether or not injury leave shall be granted. If injury leave is denied, the employee may request use of accrued sick leave, vacation leave, comp time or leave without pay.

**ELIGIBILITY REQUIREMENTS:** The employee's eligibility for payment of injury leave shall be based on the determination of the State Division of Labor under the terms of the State Workers' Compensation Act if such employee is covered thereunder and, if not covered thereunder, by the determination of the employee's department director, applying the same rules that would have been applied had such employee been covered by said act. An eligible employee shall be paid during injury leave an amount in excess of temporary total benefits received under the Workers'

Compensation Act, not to exceed the employee's normal rate of pay. In turn, the Village will be reimbursed by the insurance carrier for the amount of the employee's temporary total benefits. In other words, injury leave will be at the employee's normal rate of pay. Leave under these provisions shall not be charged to any earned vacation leave, sick leave, or other similar benefits for as long as the employee is eligible for temporary disability benefits under the Workers' Compensation Act.

In the event that the employee's Workers' compensation claim is denied, any injury leave granted during the waiting period shall be chargeable as sick leave, if available. If no sick leave is available, the employee may request to use accrued vacation leave, comp time or leave without pay. Employees must report all injuries or accidents immediately to their supervisor and file the necessary forms to be eligible for injury leave and Workers' Compensation benefits. If the employee is physically unable to do so, the department director or supervisor shall report injuries and file the appropriate forms for the employee.

**CONTESTED INJURIES:** Pending final determination for claim for injury leave in cases where the Village is contesting the fact that an injury occurred on the job, charges may be made against sick leave, if available, vacation leave, if available, or leave without pay. The State Division of Labor shall make a determination in the matter. In the event the State Division of Labor authorizes payment of the Workers' Compensation claim, any leave charged against the individual because of the incident shall be credited to the employee and all payments in excess of the difference between the employee's actual wages and workers' compensation pay shall be recoverable by the Village. Injury leave charges shall be retroactive to the date of the incident.

**MEDICAL PROOF:** In order to limit the obligation of the Village for each new separate injury, the Village may require the employee to furnish medical proof or submit to a medical examination by a Village-appointed physician to determine whether subsequent injury is a new and separate injury or an aggravation of a former injury.

**MULTIPLE INJURIES:** If an employee is off the job due to two or more separate injuries, injury leave will be charged concurrently.

**LIMITATIONS:** Nothing in this section is intended to limit the Village's ability to initiate disciplinary action, if appropriate.

### Return to Work Program

When an employee sustains an injury/illness either on the job or off the job and is unable to perform his or her regular job duties, he or she may return to work in a modified duty capacity. Modified duty assignments may involve modifying the employee's existing job or placing the employee in an assignment outside of their existing job which does not conflict with any of the work restrictions set forth by the employee's physician. Before an employee is released to return to work on a modified duty status, the treating physician must provide written notification of this release to include any job restrictions. Modified duty assignments are not guaranteed. Availability of modified duty will be based on current needs of the Village and is subject to the approval of the immediate supervisor and the department director.

Modified duty, if available, shall be for an initial maximum period of 30 calendar days. At the end of the initial 30-day period, if the employee is medically improving but not yet released to full duty and the modified duty assignment is providing benefit to the Village, the immediate supervisor and the department director may extend the modified duty assignment to 60 total calendar days. At the end of the 60-day modified duty assignment, if the employee has not been released to full duty, the immediate supervisor should review the circumstances of the employee's status with the Risk Manager and determine if the employee is anticipated to be able to perform the essential functions of his/her regular job within 30 calendar days or less. The immediate supervisor and the department director will determine if modified duty work continues to be available. If so, the modified duty assignment may be extended an additional 30 days for a maximum of 90 total calendar days. In extenuating circumstances when the employee is expected to make a full recovery and return to full duty within a reasonable amount of time which exceeds the total 90 days allowed, extension of the modified duty assignment may be considered by the Executive Management Team (EMT), which is made up of the City Manager, the Assistant to the City Manager and each department director. The terms of this exceptional extension will be determined by the EMT. While on modified duty, the injured employee must adhere to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment. The above procedures shall be applied in a manner consistent with all applicable laws including the Family and Medical Leave, Colorado Workers' Compensation Act, and the Americans with Disabilities Act.

The following leave benefits are provided to full and part-time benefited employees.

## **Court Leave**

Leave with pay shall be provided to an employee who is required to serve as a subpoenaed juror or witness in a court of law. An employee who is a plaintiff or defendant in a non-job related civil action or a defendant in a criminal action is not eligible for court leave. The employee who is dismissed early on any day when serving on court duty is expected to report to work within a reasonable time for the balance of the work day.

## **Bereavement Leave**

In the event of a death of an employee's family member or close non-family member, leave with pay up to five (5) days shall be provided to make necessary arrangements, attend the funeral, spend time with loved ones, and tend to family obligations.

## **Educational Leave**

The City Manager may authorize a leave of absence, with or without pay, for the purpose of training in subjects which will benefit the employee and the Village. Such educational leave may not exceed six (6) calendar months in one year and must take place at a school, university or other approved place of learning.

## **Emergency Leave**

The City Manager may authorize leave with pay for up to three (3) days in the case of urgent personal matters. Leave may be extended by the City Manager upon good cause.

## **Leave Without Pay**

**Time Off Without Pay:** The department director may authorize time off without pay for a period of up to two weeks. Such leave may be granted in response to an emergency situation or a planned period of absence but will in no case exceed two weeks.

**Leave of Absence:** The City Manager may grant a leave of absence in response to an emergency situation or a planned period of absence for a period of up to sixty (60) calendar days. All accrued leave time must be used before becoming eligible. Requests for leave will be evaluated based on a number of factors including, but not limited to, anticipated workload, hardship on the department and staffing considerations during the proposed period of leave. The City Manager may consider an additional period of up to sixty (60) calendar days should the initial leave not be sufficient. Requests must be made in writing. All leave accruals stop during the period of leave and insurance premiums must be paid by the employee.

## **Parental Involvement Leave**

An employee may use unpaid leave or accrued paid vacation to attend academic activities for school-aged (K-12) children. Leave may be taken for parent-teacher conferences, special education services, dropout prevention, attendance/truancy and disciplinary issues. Regular full-time employees may use up to a maximum of 18 hours in an academic year. Regular part-time employees may use leave hours proportionate to their regularly scheduled work hours per week. Employees may not take more than 6 hours of unpaid leave in any one-month period or longer than 3 hours per event. Employees must provide at least one-week advance notice of the need for leave except in the case of an emergency and at the time of your request, provide written verification of the academic activity from the school. The Village may limit use of Parental Involvement Leave in situations that would endanger a person's health or safety, or would result in a halt of service.

## **Compensatory Time Leave**

When non-exempt employees elect to be compensated for extra hours worked by time off in lieu of overtime pay, compensatory time (comp time) is accrued in a comp time leave bank. Comp time leave may be used as hours are accrued and shall be taken at a time approved by the department director or his/her designee. Employees may not accrue more than forty (40) hours of comp time.

## **Annual Military Leave**

Members of the National Guard or Military Reserve units are provided with a maximum of fifteen (15) days per calendar year for active military training leave with pay. Time spent on active military training is not deducted from the employee's paid vacation or sick leave accrual. Employees must promptly notify their supervisor or department director of impending active duty training. A copy of the military orders must be provided to the employee's supervisor.

## **Active Duty Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), an employee called to active duty in the uniformed services, whose cumulative length of service does not exceed five (5) years, is eligible for Active Duty Military Leave. Active Duty Military Leave includes voluntary or involuntary service including active duty, active duty for training, inactive duty and full-time National Guard duty.

**NOTIFICATION:** The employee should notify his/her supervisor as soon as possible when called to active military service. A completed Uniformed Services Call to Active Duty Request Form shall be provided to the Human Resources Office along with a copy of the employee's military orders prior to leave commencing.

**INSURANCE BENEFITS:** The employee and covered dependents may remain on the Village's benefit plans for up to 24 months during any active military duty. The employee determines what benefits, if any, the employee wants to continue during any active military duty. The Village will continue to pay its portion of the premium and the employee will continue to pay the employee portion of the premium. If the employee elects to discontinue coverage for him/herself and/or any dependents during the leave, benefits may be reinstated upon employee's re-employment. Upon providing proof to the Village of other medical and or dental insurance coverage, employee is eligible for the Medical and Dental Cash Opt-Out benefit as described later in this booklet while the employee is on paid leave, if applicable. Life insurance, accidental death and dismemberment insurance, and long-term disability insurance will be discontinued during active military duty.

**LEAVE BENEFITS AND COMPENSATION:** Active Duty Military Leave can be paid or unpaid based on the employee's personal leave accrual balances. The employee should determine how much paid leave, if any, is to be used prior to leaving for active military duty based on current leave balances. No vacation or sick leave will accrue during any periods of leave without pay unless the active military duty leave period is 30 days or less.

**PENSION BENEFITS:** Active Duty Military Leave is considered service time for determining pension vesting. Pension contributions will cease during periods of unpaid leave. Upon re-employment, the Village will make up contributions to the employee's pension plan equal to the amount that would have been contributed during active military leave.

**RE-EMPLOYMENT:** The employee will be required to report to work after leave based on the following schedule:

- If period of service is less than 31 days, employee must report no later than the first scheduled work day after eight hours rest, taking into account reasonable travel time after completion of service.

- If period of service is more than thirty days, but less than 181 days, employee must report no later than fourteen days after completion of service.
- If the period of service is more than 181 days, employee must report no later than 90 days after the completion of military service.

**PLACEMENT:** Upon re-employment, the employee will be placed in a position based on the following schedule:

If period of service was less than 91 days, employee will be placed in a position as follows:

- In the position the employee would have been employed in if continuous employment had not been interrupted by military service, provided that the employee is qualified for the position or can become qualified after reasonable efforts by the Village; or
- In the position the employee was employed in when military service began, if the employee is not qualified and cannot become qualified to perform the duties for the position in which the employee would have been employed had the employee not been called to military service.

If period of service was more than 90 days, employee will be placed in a position as follows:

- In the position the employee would have been employed in if continuous employment had not been interrupted by military service, or in a position of like seniority, status and pay, provided that the employee is qualified for the position or can become qualified after reasonable efforts by the Village; or
- In the position the employee was employed in when military service began, or a position of like seniority, status and pay, if the employee is not qualified and cannot become qualified to perform the duties for the position in which the employee would have been employed had the employee not been called to military service.

If employee becomes disabled during military service, the Village will make reasonable efforts to accommodate the employee.

**PROTECTION FROM DISCHARGE:** Upon re-employment, an employee may not be discharged without cause for one year after the date of re-employment if the period of military service was for more than 180 days; or for six months after the date of re-employment if the period of military service was for 31 to 180 days.

## Insurance Benefits

A variety of insurance benefits are available to all full and part-time benefited employees and eligible dependents. Eligible dependents include the employee’s spouse (includes a partner in a valid civil union under State law), and dependent children or other legal dependent(s) under age 26, (or over age 26 if disabled and dependent upon employee). Insurance benefits are effective on the employee’s date of hire and cease on the last day of the month in which the employee separates from Village employment. Annual enrollment is required and cannot be changed throughout the year unless the employee experiences a qualifying event. The employee must complete proper enrollment forms and report any change of status to the Human Resources Office within 30 days of a change. Additional information and enrollment materials are available from the Human Resources Office.

## Medical—Kaiser Permanente

Customer Service 888-681-7878 or go to [www.kp.org](http://www.kp.org)

Two plans are available from Kaiser Permanente. Rates included are for full-time employees. Part-time employee premium is proportionate to their regularly scheduled work hours per week. Below is a summary of each plan:

	<b>DHMO</b>	<b>PPO/HDHP</b>	
<b>Level of Coverage</b>	<b>Full-time Employee Contribution</b>	<b>Full-time Employee Contribution</b>	
Employee Only	\$54.55 / month	\$450.20 / month	
Employee + 1 Dependent	\$136.16 / month	\$895.82 / month	
Family	\$255.72 / month	\$1,415.04 / month	
<b>Plan Specifics</b>		<b>In-Network Provider</b>	<b>Out-of-Network Provider</b>
Office Visit (PCP)	\$30 co-pay per visit	Plan pays 100% after deductible	Subject to Deductible; applies toward OPM 20% Coinsurance after deductible
Office Visit (Specialist)	\$50 co-pay per visit	Plan pays 100% after deductible	Subject to Deductible; applies toward OPM 20% Coinsurance after deductible
Preventative Care	Plan pays 100%	Plan pays 100% deductible waived	\$70.00 per visit copay, deductible waived
Emergency Room	Plan pays 90% after deductible	Plan pays 100% after deductible	Subject to Deductible; applies toward OPM 20% Coinsurance after deductible
Prescriptions	\$20 Tier 1 (Generic); \$40 Tier 2 (Brand)	Plan pays 100% after deductible	Subject to Deductible; applies toward OPM 0% Coinsurance after deductible
In-patient hospital	Plan pays 90% after deductible	Plan pays 100% after deductible	Subject to Deductible; applies toward OPM 20% Coinsurance after deductible Pre-certification required
<b>Deductible</b>			
	\$500/employee only \$1,000/employee+1 dep or family	\$2,000/employee only \$4,000/employee+1 dep or family	\$4,000/employee only \$8,000/employee+1 dep or family
<b>Out-of-Pocket Maximum</b>			
	\$2,000/employee only per year; \$4,000/employee+1 dep or family per year	\$2,000/employee only per year; \$4,000/employee+1 dep or family per year	\$8,000/employee only per year; \$16,000/employee+1 dep or family year
<b>Vision</b>			
Vision Exam	\$30 co-pay per visit	Plan pays 100% after deductible One exam every 24 months	Plan pays 80% after deductible One exam every 24 months

## INSURANCE BENEFITS

### **Dental—Delta Dental**

Customer Service 800-610-0201 or go to [www.deltadentalco.com](http://www.deltadentalco.com)

Two plans are available from Delta Dental of Colorado. Rates included are for full-time employees. Part-time employee premium is proportionate to their regularly scheduled work hours per week. Below is a summary of each plan:

	<b>EPO</b>	<b>PPO</b>	
<b>Level of Coverage</b>	<b>Full-time Employee Contribution</b>	<b>Full-time Employee Contribution</b>	
Employee Only	\$2.28 / month	\$28.81 / month	
Employee + 1 Dependent	\$5.92 / month	\$62.33 / month	
Family	\$12.98 / month	\$115.08 / month	
<b>Plan Specifics</b>		<b>In-Network Providers</b>	<b>Out-of-Network Providers</b>
Choice of Providers	MUST use Preferred Provider Option Dentist (PPO)	Discounted cost for services if use in-network PPO dentists - fees typically lower. Same PPO provider list as EPO.	Non-discounted costs for services
Preventative and Diagnostic Services	Schedule of copayments	100% paid by plan	100% paid by plan
Basic Services	Schedule of copayments	80% paid by plan	80% paid by plan
Major Services	Schedule of copayments	50% paid by plan	50% paid by plan
Payment of Claims	PPO dentist will collect copayment at time of service	In-network dentists will file claim.	Out-of-network dentists may require you to file claim.
<b>Deductible</b>			
	None	\$ 50 Individual \$ 150 Family	\$ 50 Individual \$ 150 Family
<b>Maximum Benefit Per Member</b>			
	\$ 1,500 calendar year \$ 2,000 orthodontic lifetime benefit	\$ 1,500 calendar year \$ 1,500 orthodontic lifetime benefit	\$ 1,500 calendar year \$ 1,500 orthodontic lifetime benefit

### **Voluntary Vision—EyeMed**

Customer Service 800-521-3605 or go to [www.eyemed.com](http://www.eyemed.com)

A voluntary vision plan is available from EyeMed Vision Care. Rates included are for full-time employees. Part-time employee premium is proportionate to their regularly scheduled work hours per week. Below is a summary of the plan:

<b>Level of Coverage</b>	<b>Full-time Employee Contribution</b>
Employee Only	\$5.97/month
Employee + 1 Dependent	\$11.37/month
Family	\$16.69/month
<b>Plan Specifics</b>	
Choice of Providers	MUST use Preferred Provider for most services. Some out-of-network reimbursement provided
Exam Copayment	\$10
Frames and/or Contact Lens	Allowance provided

## Life and Accidental Death & Dismemberment

Lincoln Financial Group

Customer Service 800-423-2765 [www.lincolnfinancial.com](http://www.lincolnfinancial.com)

Group term life insurance policy. Premium paid 100% by the Village. Policy is equal to 1½ times the employee's annual salary in the event of death. An additional 1½ times annual salary is also payable in the event of accidental death or dismemberment.

## Voluntary Life

Lincoln Financial Group

Customer Service 800-423-2765 [www.lincolnfinancial.com](http://www.lincolnfinancial.com)

Additional term life insurance is available to the employee, spouse and qualified dependents under the age of 19 or 25 if a full-time student. 100% of the premium is paid by employee. The policy is owned by the employee and can continue after separation from employment with the Village.

## Long Term Disability

Lincoln Financial Group

Customer Service 800-423-2765 [www.lincolnfinancial.com](http://www.lincolnfinancial.com)

Long Term Disability policy. Premium paid 100% by the Village. Policy pays up to 50% of employee's monthly salary. Employees will pay taxes on the premium and will not be taxed on the benefit when it is paid upon disability. The employee is eligible for benefits 90 days after a qualifying disability.

## AFLAC Supplemental Insurance

AFLAC

Beverly Weaver 303-332-7720

Customer Service 800-992-3522 [www.aflac.com](http://www.aflac.com)

A variety of supplemental insurance policies are available to help pay for expenses not covered by regular insurance plans like co-payments, deductibles, experimental treatment, travel and time lost from work. AFLAC plans available include Personal Cancer Protection, Short Term Disability, Accident, Sickness and Personal Recovery. The employee pays 100% of premiums.

## Legal Protection

Legal Shield

Kristine Novinskie 970-260-2230

Customer Service 800-654-7757 [www.legalshield.com](http://www.legalshield.com)

Supplemental legal protection. Provides for free or discounted legal assistance including legal consultation and advice, Will preparation, court trial defense, IRS Audit services and more. Employee pays 100% of the premium.

## Police Death and Disability

Fire and Police Pension Association

Customer Service 303-770-3772 [www.fppaco.org](http://www.fppaco.org)

Commissioned police personnel are provided additional State death and disability benefits. No premium paid for officers hired prior to January 1, 1997. Premium equal to 2.6% of the employee's base salary is paid by officers hired after January 1, 1997.

## Workers' Compensation

Pinnacol Assurance

Customer Service 800-873-7242 [www.pinnacol.com](http://www.pinnacol.com)

Insurance provided for work-related injuries or sicknesses to cover medical care and provide wage replacement when unable to work. Requires prompt notification to the Village upon injury or sickness. Medical care is provided by Village designated medical facilities.

## Unemployment Insurance

Insurance provided through the State of Colorado Department of Labor for those who qualify for unemployment benefits upon separation from employment with the Village.

## COBRA—Continuation of Medical Insurance

Employees and/or their eligible, covered dependents may continue medical, dental and vision insurance coverage upon separation from employment with the Village. Coverage typically can last up to 18 months, and up to 29 months under certain circumstances. Employee pays 100% of premium.

## Medical & Dental Cash Opt-Out Benefit

If an employee chooses coverage for medical or dental insurance through a spouse's or other group plan rather than coverage provided by the Village, the employee is eligible for the cash opt-out benefit. The cash benefit for medical is \$1,200 per year, payable on a per pay period amount of \$50.00. The dental cash opt-out benefit is \$250 per year paid at \$10.42 per pay period. Both amounts are based on 24 pay periods per year. The cash opt-out benefit is subject to income taxes. In order to qualify for the cash opt-out benefit, a completed waiver form and proof of other coverage is required.

Annual enrollment and proof of other coverage is required.

## Flexible Spending Account

**24HourFlex**

**Customer Service 800-651-4855** [www.24hourflex.com](http://www.24hourflex.com)

A Flexible Spending Account allows a full or part-time benefited employee to set aside a portion of his/her salary before taxes are withheld in order to be reimbursed for certain health care and/or dependent care expenses. It enables an employee to reduce taxable income, which increases take-home pay; and it allows for payment of health care and dependent care costs with pre-tax dollars. Maximum annual contribution for health care reimbursement is \$2,550 and \$5,000 for dependent care. Insurance premiums also are paid with pre-tax dollars rather than post-tax dollars. If an employee participates in the Health Savings Account, he/she will not be able to get reimbursement for medical expenses from the Flexible Spending Account. However, a Limited Purpose Flexible Spending Account is available for limited purposes including only dental and vision expenses.

Annual enrollment is required and cannot be changed throughout the year unless the employee experiences a qualifying event.

## Health Savings Account

**HSABANK**

**Customer Service 800-357-6246** [www.hsabank.com](http://www.hsabank.com)

A Health Savings Account allows a full or part-time employee to set aside a portion of his/her salary before taxes are withheld in order to be reimbursed for certain health care expenses. An employee is only eligible to participate in the Health Savings Account if enrolled in the Kaiser Permanente Preferred Provider Option (PPO) health plan **and** NOT enrolled in or eligible for a non-qualified health plan — Includes spouses plan (traditional PPO) and spouses flexible spending account.

The annual maximum contribution allowed to the Health Savings Account is \$3,300 if enrolled in employee only coverage, and \$6,550 if enrolled in any level of dependent coverage.

Enrollment in a Health Savings Account is not required if participating in the PPO plan; however, no pre-tax dollars are allowed to be saved to use for medical expenses incurred unless enrolled in a Health Savings Account.

Annual enrollment is required and cannot be changed throughout the year unless the employee experiences a qualifying event. The account is owned by the employee and can be used after separation from employment with the Village.

## Bank/Credit Union

Membership banking benefits are available through Wells Fargo Bank, Columbine Federal Credit Union or Colorado State Employees Credit Union.

## Clothing and/or Uniform Cleaning Allowance

Clothing allowance and/or uniform cleaning allowance is provided for specific positions, including maintenance workers, mechanics, inspectors, engineers and commissioned police personnel. Each eligible department maintains specific guidelines.

## Direct Deposit

Direct deposit to the bank of the employee's choice is available and highly recommended. Multiple bank accounts are allowed.

## Employee Assistance Program

**Aetna Resources for Living**

**Customer Service 866-252-4468** [www.mylifevalues.com](http://www.mylifevalues.com)

**Login ID: greenwood village**

**Password: eap**

Provides professional employee counseling and support services with help in handling both life and work challenges. Help is available for stress management, anxiety and depression, relationships and marriage, child and elder care, education planning, substance abuse and legal or financial matters. Access is available through 24-hour telephone contact or website. Complete confidentiality is maintained.

## Employee Wellness Program

Designed to assist employees in achieving health and wellness goals through a variety of programs. Includes health awareness seminars, an annual Health Fair and other programs throughout the year.

## Recreational Reimbursement Program

All full and part-time benefited employees are eligible for a Village Recreation Program in which up to 50% reimbursement is paid for recreation programs provided by local municipalities/special districts to a maximum of \$500 per year. Reimbursements are processed through the Parks, Trails and Recreation Department. Recreation reimbursement is a taxable benefit subject to payroll taxes.

## Service Awards

Employees are recognized for years of service in increments of 1, 5, 10, 15, 20, 25 and 30 years. A variety of awards are available based on the employee's years of service. Service awards are a taxable benefit subject to payroll taxes.

## Longevity Pay

When funds are available, full and part-time benefited employees are rewarded for faithful and continuous service by receiving an annual stipend upon completion of five continuous years of service at a rate equal to \$5.00 per month for each month of service to the Village. Part-time employee payment is proportionate to their regularly scheduled work hours per week. Longevity pay shall be provided to eligible employees once each year in December upon determination from the City Manager that funds are available. Below is a example of the payment following the completion of the minimum number of years as indicated:

After 5 years of service:	\$ 300
After 10 years of service	\$ 600
After 15 years of service:	\$ 900
After 20 years of service:	\$1,200
After 25 years of service:	\$1,500

The maximum payment allowed in any one year is \$1,500. Those employees who have in excess of 25 years of service shall continue to receive \$1,500 per year. Longevity pay is a taxable benefit subject to payroll taxes.

## Vehicle Allowance

Department Directors are provided \$300/month or a Village vehicle based on the requirements of the position.

## Free Parking

Convenient, off-street free parking is available at all Village facilities.

## Free Beverages

Employees are provided free coffee, tea, hot chocolate and apple cider to enjoy during the workday.

## Tuition Reimbursement

When funds are available, full and part-time benefited employees may be eligible for reimbursement of expenses for attending college-level courses. Such reimbursement shall be considered under the following guidelines:

- Reimbursement is limited to coursework related to: a) the job held by the employee, or b) a part of the program for a degree which is directly related to the job held by the employee, or c) part of the program for a degree which would prepare the employee to meet the requirements of a job in the Village.
- Requests must be submitted during the annual budget process for classes to be taken the next calendar year. A Request for Tuition Reimbursement Form shall be submitted including the employee's intent, goals, how the course(s) will relate to his/her job, and number of

credit hours requested.

- The employee's last performance assessment must be at a Successful or above level in order to be eligible. Successful performance must be maintained in order to receive requested reimbursement.
- The employee is not entitled to reimbursement if the employee is receiving reimbursement from another source for the same coursework (such as the Veterans Administration).
- Reimbursement will only be payable for tuition and fees applicable to the course.
- The maximum classes eligible for reimbursement is two courses per semester, or 27 credits per calendar year, whichever is lesser, per employee.
- Reimbursement will only be payable upon successful completion of the coursework at the following rate:
  - Undergraduate** - not to exceed current tuition costs for a similar course at Metropolitan State College;
  - Graduate** - not to exceed current tuition costs for a similar course at the University of Colorado at Denver.
- In order to be eligible for reimbursement a pass grade for pass/fail courses, a minimum grade of a "C" for undergraduate coursework, or a minimum grade of "B" for graduate level coursework must be earned.
- The employee must submit the following to their Department Director for approval before reimbursement will be paid through the Human Resources Office: Proof of passing grade (original grade report, official transcript, or original signed statement from course professor); an official receipt for tuition and fees paid; and a completed Request for Tuition Reimbursement Form.
- Un-reimbursable expenses include: Parking, transportation, courses which are "tested out" for credit, and other incidental costs for the employee's school attendance.
- Employees may be reimbursed for elective coursework that is part of a pre-approved degree plan only.
- If sufficient funds are not available to pay 100% of tuition costs, a portion will be paid to each eligible participant.
- Following completion of a course, the employee is to continue working for the Village for at least one month for every credit hour for which he/she has been reimbursed by the Village, but not less than three (3) months. Employees who separate employment from the Village within three (3) months of receiving educational assistance may have the last amount of educational assistance deducted from their final paycheck, or otherwise be obliged to repay the Village that amount.
- Any reimbursable amount in excess of established IRS limits is a taxable benefit subject to payroll taxes.

## Retirement Plans

All full and part-time benefited employees are eligible to participate in an individual defined contribution retirement plan and a variety of deferred compensation pension plans. Plans vary for civilian employees and commissioned police officers.

**Great West Life  
Customer Service**

[www.gwrs.com](http://www.gwrs.com)  
**303-839-5137  
800-348-6265**

### **401(a) DEFINED CONTRIBUTION PLAN — GENERAL EMPLOYEES**

Group retirement plan for general employees. Village contributes 5% of employee's salary. No employee contribution. Employees are eligible after one year of service. Vesting period: 2 years - 20%, 3 years - 40%, 4 years - 60%, 5 years - 80%, 6 years - 100%. Investment options: Guaranteed funds or Variable funds.

### **401(a) DEFINED CONTRIBUTION PLAN—COMMISSIONED POLICE OFFICERS**

Group retirement plan for commissioned officers. Village contributes 14% of employee's (commissioned officer) salary. No employee contribution. Employees are eligible date of hire. Vesting period: 1 year - 20%, 2 years - 40%, 3 years - 60%, 4 years - 80%, 5 years - 100%. Investment options: Guaranteed funds and Variable funds.

## Optional Pension Plans

### **401(k) DEFERRED COMPENSATION PLAN - GENERAL EMPLOYEES**

Traditional 401 (k) or Roth 401 (k)  
Employees may contribute up to 100% of their monthly salary to a maximum of \$18,000 annually, tax deferred. Employees over age 50 may contribute up to \$24,000 annually. Employees are eligible on their date of hire. The Village will match up to 3%\* after 6 months of service. Vesting period: 2 years - 20%, 3 years - 40%, 4 years - 60%, 5 years - 80%, 6 years - 100% for employer contribution. Employees may make either pre-tax deferrals to a Traditional 401 (k), or post tax deferrals to a Roth 401 (k). A Traditional 401 (k) will be taxed at the time of distribution, while a Roth 401 (k) will not be taxed at the time of distribution. Investment options: Guaranteed funds and Variable funds.

### **457 DEFERRED COMPENSATION—GENERAL EMPLOYEES**

Employees may contribute up to 100% of their monthly salary to a maximum of \$18,000 annually, tax deferred. Employees over age 50 may contribute up to \$24,000 annually. Employees are eligible on their date of hire. The Village will match up to 3%\* after 6 months of service. Matching contribution will be made to 401 (k). Investment options: Guaranteed funds and Variable funds.

\*Matching contribution of 3% will be made based on participation in either the 401(k) or 457 for a total of a 3% Village contribution. Matching contribution will be directed to the 401(k).

### **401 (k) DEFERRED COMPENSATION PLAN - COMMISSIONED POLICE OFFICERS**

Traditional 401 (k) or Roth 401 (k)  
Commissioned employees may contribute up to 100% of their monthly salary to a maximum of \$18,000, tax deferred. Employees over age 50 may contribute up to \$24,000 annually. No Village contribution. Employees are eligible on their date of hire. Employees may make either pre-tax deferrals to a Traditional 401 (k), or post tax deferrals to a Roth 401 (k). A Traditional 401 (k) will be taxed at the time of distribution, while a Roth 401 (k) will not be taxed at the time of distribution. Investment options: Guaranteed funds and Variable funds.

### **457 DEFERRED COMPENSATION PLAN—COMMISSIONED POLICE OFFICERS**

Commissioned employees may contribute up to 100% of their monthly salary to a maximum of \$18,000, tax deferred. Employees over age 50 may contribute up to \$24,000 annually. No Village contribution. Employees are eligible on their date of hire. Investment options: Guaranteed funds and Variable funds.

### **MANAGED ACCOUNT**

*Employees may elect to utilize the Managed Account Services provided by an investment advisory service firm who will make investment choices for you. The choices are based on your personal goals and financial situation. Your account will be monitored and rebalanced over time as the market fluctuates and life changes occur. The fee for this service is based on your account balance. To enroll in the Managed Account Service an enrollment form must be completed.*

## BENEFIT VENDOR CONTACT LIST

24HourFlex	Flexible Spending (FSA)	800-651-4855	<a href="http://www.24hourflex.com">www.24hourflex.com</a>
Aetna	Employee Assistance Program (EAP)	866-252-4468	<a href="http://www.mylifevalues.com">www.mylifevalues.com</a> Login ID: greenwood village Password: eap
AFLAC Beverly Weaver 303-332-7720	Supplemental insurance	800-992-3522 Fax: 303-660-9041	<a href="http://www.aflac.com">www.aflac.com</a>
Colorado State Employees Credit Union	Banking Services	303-832-4816	<a href="http://www.csecu.org">www.csecu.org</a>
Columbine Federal Credit Union	Banking Services	720-283-2346	<a href="http://www.columbinefcu.org">www.columbinefcu.org</a>
Delta Dental	Dental insurance	800-610-0201	<a href="http://www.deltadentalco.com">www.deltadentalco.com</a>
Eye Med	Vision Insurance	866-268-4063	<a href="http://www.eyemed.com">www.eyemed.com</a>
Fire and Police Pension Association (FPPA)	Disability for sworn police officers	303-770-3772	<a href="http://www.fppaco.org">www.fppaco.org</a>
Great West Life Don Goodwin	Retirement Plans	Client Services 800-701-8255	<a href="http://www.gwrs.com">www.gwrs.com</a>
HSA BANK	Health Savings Account (HSA)	800-357-6246	<a href="http://www.hsabank.com">www.hsabank.com</a>
Kaiser Permanente	Medical Insurance	888-681-7878	<a href="http://www.kp.org">www.kp.org</a>
LegalShield Kristine Novinskie	Legal Services	Colorado 970-260-2230	<a href="http://www.legalshield.com">www.legalshield.com</a> <a href="mailto:knovinskie@hotmail.com">knovinskie@hotmail.com</a>
Lincoln Financial Group	Life Insurance, Voluntary Life Insurance, Long Term Disability Insurance	800-423-2765	<a href="http://www.lincolnfinancial.com">www.lincolnfinancial.com</a>
Pinnacol Assurance	Workers' Compensation	800-873-7242	<a href="http://www.pinnacol.com">www.pinnacol.com</a>
Wells Fargo	Banking Services	303-486-3570	<a href="http://www.wellsfargo.com">www.wellsfargo.com</a>

The following definitions are provided related to the Village benefit plans:

**COVERAGE EFFECTIVE DATE:** Benefits are effective on the employee's date of hire, with the exception of the Village retirement plans which are outlined in this brochure. Initial enrollment must occur within the first thirty (30) days of the employee's employment.

**ELIGIBLE DEPENDENT:** Dependents eligible to enroll in the Village's benefit plans include an employee's spouse (includes a partner in a valid civil union under State law); the employee's or the employee's spouse's children, including adopted children, under the age of 26; the employee's or the employee's spouse's children over the age of 26 who are medically certified as disabled and dependent upon the employee or the employee's spouse; and other dependents to which the employee or the employee's spouse is the court-appointed legal guardian. A dependent child may remain on the benefit plans until the end of the month in which he/she turns age twenty-six (26).

**OPEN ENROLLMENT:** A designated period of time, usually in the fall of each calendar year, which the employee may make changes to his/her current benefit elections, such as enrolling in a plan, dropping coverage or adding/dropping dependents. This is the only time period during the year when changes can be made to the employee's benefit elections unless the employee experiences a qualifying event, as described in these definitions.

**QUALIFYING EVENT:** A qualifying event includes a change in marital status, change in number of eligible dependents, change in employment status, significant changes to coverage of a spouse's or dependent's plan; involuntary loss of coverage of a spouse or dependent; or separation from employment. This is not an all exclusive list. Please see the Human Resources Office for more information. The employee must notify the Human Resources Office within 30 days of a qualifying event in order to make changes to coverages. Proof of event must be provided.

**HMO or PPO:** A type of health insurance plan known as a Health Maintenance Organization or Preferred Provider Organization. More details can be found in the Kaiser Permanente enrollment materials.

**COPAYMENT:** A specific dollar amount which must be paid by the member employee at the time of service for a specific medical service or supply.

**COINSURANCE:** The amount paid by the member employee for covered medical services after satisfying any copayment or deductible required by the health plan. Typically expressed as a percentage of the charge for a service rendered.

**ANNUAL DEDUCTIBLE:** A specific dollar amount paid by the member employee before the health plan begins to make payments for claims. Includes copayment and coinsurance.

**OUT-OF-POCKET MAXIMUM:** The annual total amount an employee will pay during the year for certain covered services.

### Employee Definitions

Village employees are classified as follows:

**FULL-TIME BENEFITED EMPLOYEE:** An employee who works at least forty (40) or more hours per week or eighty (80) or more hours per 14 day designated work period on a regularly scheduled, year-round basis. Full-time benefited employees are eligible to participate in the benefits as outlined in this booklet.

**PART-TIME BENEFITED EMPLOYEE:** An employee who works at least twenty (20) hours or more and less than forty (40) hours per week on a regularly scheduled, year-round basis. Part-time benefited employees are eligible to participate in benefits as outlined in this booklet.

**PART-TIME NON-BENEFITED EMPLOYEE:** An employee who works less than twenty (20) hours per week on a regularly scheduled, year-round basis. Part-time non-benefited employees are not eligible to participate in benefits as outlined in this booklet.

**SEASONAL EMPLOYEE:** An employee who is hired in a job for a temporary period of time, normally not to exceed six (6) months. Seasonal employees may be regularly scheduled to work forty (40) or more hours per week, or less than forty (40) hours per week, and are not eligible to participate in the benefits as outlined in this booklet.

**TEMPORARY EMPLOYEE:** An employee who is hired in a job established for a temporary period of time, for a specific assignment or group of assignments or as a substitute to fill in for a specific position on an as-needed basis. Temporary employees are not eligible to participate in the benefits as outlined in this booklet.



Prepared by  
City of Greenwood Village  
Human Resources Office  
303-486-1579—office  
[humanresources@greenwoodvillage.com](mailto:humanresources@greenwoodvillage.com)