

# Resolution 2022 - 1832

## Attachment 1

### Revision 1:

## CHAPTER 2 - EMPLOYMENT - RECRUITMENT, SELECTION, PLACEMENT

### 2.0 EMPLOYMENT DEFINITIONS

The following words, terms and phrases, when used in this Division, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

**EMPLOYEE:** Any individual working for the City in a regular full time, part-time, temporary or seasonal classified position except elected officials.

All City employees are designated as one of the following employment or volunteer types:

**REGULAR FULL TIME EMPLOYEE:** For purposes of the employer shared responsibility provisions as defined by regulations of the Internal Revenue Service, a full-time employee is defined as an employee employed on average at least 30 hours of service per week, or 130 hours of service per month.

An employee will be considered Regular Full-Time if they are regularly scheduled on an annual basis for not less than ~~2080~~ 1560 hrs. and who has completed a six (6) month or longer evaluation period.

Regular Full-Time employees shall be eligible for all benefits described herein. Leave benefits (including Holiday Leave) for Regular Full Time Employees that are regularly scheduled on an annual basis for less than 2080 hrs. shall have leave benefits prorated based on the number of hours they are scheduled to work. In certain circumstances an employee may be considered a Regular Full-Time employee for a defined period of time (Example: filling a vacant position for a Regular Employee who has been deployed for the U.S. Military) but not considered a permanent employee. Such arrangements must be approved by the City Manager prior to employment, and the arrangement must be defined in writing or as an offer of employment.

**REGULAR PART-TIME EMPLOYEE:** An employee will be considered a Regular Part Time employee if they are scheduled to work on an annual basis for not less than nineteen and one quarter (19) hours in a standard work week of seven (7) days (not less than 1000 hours per year) and who has completed a six (6) month or longer evaluation period. In no circumstance will any Regular Part Time Employee work more than 1300 hrs. in any budget or calendar year.

Regular Part Time employees shall receive Holiday Leave. Holiday Leave shall be prorated based on the number of hours the Regular Part-Time Employee is scheduled to work on a weekly basis. Holiday Leave will only be granted for days where the Regular Part-Time Employee is normally scheduled to work. ~~shall be eligible to receive all benefits described herein as negotiated with benefit carriers and/or defined by the city.~~

**NON-REGULAR PART TIME:** An employee will be considered a Non-Regular Part Time employee if the hours they work are periodic and scheduled on an as needed ~~on an annual~~ basis and where the employee works less than forty (40) hours in a work week of seven (7) days. The actual work hours of a Non-Regular Part Time employee may vary during the year. In no circumstance will any Non-Regular Part Time Employee work more than 1300 hrs. in any budget or calendar year. Non-Regular Part Time employees are not eligible to receive any benefits or accrue service time.

## **CHAPTER 3 - COMPENSATION**

### **3.3 INSURANCE COVERAGE**

#### **ELIGIBILITY REQUIREMENT FOR BENEFITS**

The City will comply with the mandates of the Affordable Health Care Act when determining an employee's eligibility for insurance benefits. However, no employee will be eligible for employee benefits if they do not work a minimum of ~~1,000~~ **1,500** hours annually, or the number of hours required under State law, or contractual requirements.

Following initial eligibility insurance coverage becomes effective on the first (1st) day of the month following thirty (30) days of regular employment for eligible employees or as stipulated through contractual requirements with benefit providers.

#### **HEALTH INSURANCE**

Any City employee who meets the eligibility requirements of the group's health insurance program in place at the time of the employee's hire with the City of Aurora may participate. Employee contribution rates will be reviewed on an annual basis and approved by the City Council as needed, based on the financial condition of the City and budgetary considerations. A copy of the approved employee contribution rates will be maintained in the City Manager's Office and will be available to employees at New Hire Orientation, during annual open enrollment or upon request.

Policy and plan designs are subject to change. Refer to your current insurance policy manuals or contact the Human Resources department to obtain current information.

Health coverage shall cease per the group's health insurance contractual agreement in place at the time of the employee's separation from employment.

The City cannot guarantee coverage or benefits in any way. The City specifically reserves the right to change or eliminate benefits when the City deems it necessary based on the financial condition of the City and budgetary considerations.

#### **LIFE INSURANCE**

The City of Aurora will provide a basic life insurance benefit for all full-time employees. In addition, the City will pay a portion of the premium for Basic Dependent Life/AD&D if the

employee elects such coverage to be determined annually based on the financial condition of the City and budgetary considerations. (see the Human Resources Office for additional details).

### **SUPPLEMENTAL INSURANCE AND BENEFITS**

The City may make available other insurance/benefits to employees on an optional basis. An example of these supplemental insurance/benefit offerings are: Vision, Dental, Short-Term and Long-Term Disability, Optional Life Insurance, Identity theft/credit protection and other various programs. Representatives from these vendors visit the City employees at least one time per year to offer plans and answer questions that employees may have.

These optional insurance and benefits products may be available to the employee at reduced group rates and the City reserves the option to cover a portion or all of the costs associated with these optional coverages to be determined annually based on the financial condition of the City and budgetary considerations.

Most policies are available on a pretax basis (see the Human Resources Office for additional details).

## **3.8 HOLIDAYS**

### **GUIDELINES**

1. Regular Full-Time employees will receive eight (8) hours pay for established holidays as designated in these Personnel Rules and Regulations. For Regular Full Time Employees that are regularly scheduled for less than 40 hrs. per week, Holiday Leave shall be granted on a prorated based on the number of hours the Regular Full-Time Employee is regularly scheduled to work on a weekly basis.
2. Regular Part Time employees shall receive Holiday Leave. Holiday Leave shall be granted on a prorated based on the number of hours the Regular Part-Time Employee is regularly scheduled to work on a weekly basis. Holiday Leave will only be granted for days where the Regular Part-Time Employee is normally scheduled to work.
3. Regular Full-time or Regular Part-time employees who are required to work on a City designated holiday shall receive time and one-half (1½) overtime pay for time actually worked on a City holiday.
4. Employees on unpaid leave of absence will not receive holiday pay.
5. If a legal holiday occurs during an employee's vacation, that day will not be charged to the employee's accrued vacation time.

6. If a City holiday falls on the regularly scheduled day off of an employee, that employee will receive a day (8 hours) of holiday pay for that day.
7. If a City Holiday falls on a regularly scheduled workday for an employee, that employee will receive 8 hours of pay in lieu of time off, or the employee may choose to accrue 8 hours of Compensatory Time **at the discretion of the City Manager.**
8. City employees regularly scheduled to work a holiday who, instead use other leave on the holiday, will not receive holiday pay. Under no circumstances will the employee be paid both holiday pay and leave pay.
9. When any City holiday falls on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday. In certain instances, the City Manager may direct a holiday to be observed on alternative days in order to accommodate a more practical and beneficial schedule for employees.
10. When an employee is scheduled to work both the actual holiday and the day observed by the City in lieu of the holiday, only one (1) day will be considered the holiday for which holiday pay will be paid.
11. In no case will pay for a holiday exceed eight (8) hours.
12. Salaried employees are allowed time off on a holiday.
13. To be eligible to receive pay for an observed holiday an employee must not have been absent without pre-approved authorized leave either on the workday before or after the holiday.

#### **APPROVED HOLIDAYS**

The following days shall be holidays for all City employees:

1. New Year's Day, January 1;
2. Washington's Birthday, third (3rd) Monday in February;
3. Memorial Day, last Monday in May;
4. Independence Day, July 4th;
5. Labor Day, first (1st) Monday in September;

6. Veterans Day, November 11th;
7. Thanksgiving Day, fourth (4th) Thursday in November;
8. Day following Thanksgiving Day;
9. Christmas Eve, December 24th;
10. Christmas Day, December 25th.

From time to time, on special occasions, the City Council may designate other days as special holidays. In those instances, employees will be paid in the same manner as any other holiday as established in these policies.