



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Employee Insurance Benefits	Number: 288
Category: Administrative	Effective Date: 07/22/2020
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

To outline insurance benefits for qualifying employees.

Policy

Medical, Dental, and Vision Insurance

The District currently grants group medical, dental, and vision insurance to all full-time employees and part-time employees who work at least 30 hours per week. Currently, 100% of the employee coverage is paid by the District. Family coverage can be obtained by the employee through the same plan. 90% of the premiums for family: employee + spouse, employee + children, and family plans are currently paid by the District, and 10% is paid by employee.

Part-time employees who work less than 30 hours per week may participate in the plans but must pay the entire premiums. The terms and conditions of all benefits are subject to change at the discretion of the Board.

Medical Insurance for Retirees

Currently, employees who have at least 15 years of service and are at least 60 years of age at the time of retirement are eligible to continue coverage under the District's medical coverage until age 65. Currently, the District intends to pay the employee portion of the premium under the same terms covered for qualifying full-time and part-time employees. Dependent coverage must be paid by the retired employee. The Board may revise this policy from time to time.

Group Life Insurance

All non-uniformed full-time and part-time employees are currently covered by the District for life and accidental death and dismemberment insurance. The employees are currently insured at one times their annual salary up to the policy coverage maximum.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Fire and Police Pension Association

All full-time uniformed employees are insured through the Fire and Police Pension Association (F.P.P.A.) Accidental Death and Disability Plan. All Limits and coverage are governed by the Colorado State Statutes.

HIPAA

The Estes Valley Fire Protection District adopts and will comply with the relevant portions of the Health Insurance Portability and Accountability Act of 1996 as revised.

References

- Health and Human Services Health Information Privacy
<https://www.hhs.gov/hipaa/index.html>



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Employee Benefits and Leave	Number: 285
Category: Administrative	Effective Date: 09/04/2022
Subcategory:	Latest Revision Date: 10/25/2023
Approved By: Board of Directors	Latest Reviewed Date: 10/25/2023

Purpose of this Policy

To define retirement and leave benefits for qualifying employees.

Policy

Retirement

District employees are covered by, and contributions made, to the Public Employees Retirement Association (P.E.R.A.) for non-uniformed employees or the Fire and Police Pension Association (F.P.P.A.) for uniformed employees in accordance with Federal and State laws.

A retiring employee shall notify the District in writing of his/her planned retirement date at least thirty days prior to the last day of work. Following the last day worked, the retiring employee will no longer accrue leave and the rate of pay will not be increased.

Annual Leave

Annual leave will be accrued by all full-time and part-time employees. The accrual of annual leave begins upon initial employment, and hours are earned based upon the following schedule unless otherwise determined in an employment contract.

Years of Service	Hours Earned Per Pay Period*	Maximum Allowable Carry Over
0 through 3	4.8	160 Hours
4 through 7	6.1	160 Hours
8 through 15	7.1	160 Hours
16 and over	8.0	160 Hours

*Pro-rated for eligible part-time employees

*Earnings are independent of the number of pay periods in a year, which range from 26 in most years to 27 in leap years.

Accumulated annual leave more than the maximum allowable carry over will be calculated on the first of each year and paid out to the employee in the following pay period.

Annual leave should be requested in advance and is granted at the discretion of each employee's supervisor. Requests for annual leave may be deferred based upon workload or an emergency incident. Supervisors are encouraged to approve all requests for leave that do not have an unavoidable significant negative impact on the District.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Sick Leave

Sick leave will be accrued by all full-time and part-time employees. The accrual of sick leave begins upon initial employment, and hours are earned based upon the following schedule unless otherwise determined in an employment contract.

Hours Earned Per Pay Period*
3.66

*Pro-rated for eligible part-time employees

*Earnings are independent of the number of pay periods in a year, which range from 26 in most years to 27 in leap years.

Sick leave may be taken for personal illness or for the illness, birth, or surgery of an employee's spouse, children, or parent. When an employee takes more than four continuous days of sick leave, that employee's supervisor may require submittal of a doctor's certificate.

Absences Requiring Use of Sick Leave

Any employee who is ill, and cannot perform his or her duties, shall notify his or her supervisor no less than sixty (60) minutes prior to the start of his or her shift.

Employees, who will be absent due to illness, are expected to provide the District with as much advance notice of their absence as possible.

Under appropriate circumstances, the District shall authorize sick leave for the following purposes:

- Any sickness, injury, medical treatment, or hospitalization not compensated under any disability or workman's compensation program.
- Dental work that results in temporary physical incapacity or disability.
- Family illness for a period of up to five calendar days, for each new and separate family illness. For purposes of this policy, the employee's "immediate family" includes his or her spouse, children, parents, grandparents, grandchildren, or siblings; and the parents, siblings, children, grandparents, or grandchildren of employee's spouse (all which would include "step" to any of the above).
- Bereavement, or financial/legal needs after a death of a family member
- Needs to care for a family member whose school or place of care has been closed due to inclement weather, power/heat/water loss or other unexpected event.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- If the employee must evacuate their residence due to inclement weather, loss of power/heat/water or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Sick Leave Conversion to Vacation

Employees who accumulate more than 480 hours sick leave will convert all hours over the 480 hours to annual leave on a 2-for-1 basis. For example: if an employee has 576 hours of unused sick leave at the first of the year the employee will convert the 96 hours of additional sick leave to 48 hours of annual leave. Sick leave hours will only be converted at the first of each year.

Under no circumstance can more than 96 hours of unused sick leave be converted to annual leave during a given year.

Donation of Sick Leave

It is the intent of the District to establish a program whereby District employees may voluntarily donate sick leave to a qualifying employee experiencing a serious and/or life-threatening medical hardship (such as cancer or heart disease) and whom has exhausted accrued leave.

Donor eligibility requirements:

- Donors are to have a minimum balance of 120 hours of accrued sick leave.
- Donors may contribute a maximum of 24 hours per calendar year per recipient.
- District employees may donate only accrued but unused sick time.
- No donations can be made in excess of available annual leave for the donating employees and all employees are encouraged to maintain a minimum amount of five days of annual leave.
- District employees may donate in hour increments only; no partial hours are accepted.
- Each hour donated will be added as an hour to the recipient's sick time balance and is paid at the recipient's regular rate of pay, even if that rate is different than the donor's rate of pay.

Recipient eligibility requirements:

- Complete an application form provided by the Fire Chief.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- Provide a written statement from the attending physician which substantiates the illness or injury and provides an estimate regarding the time required before an employee is able to return to work.
- Must have exhausted all accrued leave balances before becoming eligible to use the leave bank.

Review of application:

The completed application and physician's statement will be reviewed by the Fire Chief or his/her designee, who then prepares a written recommendation to approve or disapprove the application.

Solicitation of Donations:

The Fire Chief will prepare a brief statement identifying the recipient and a general statement regarding the reason for solicitation. No specific information about the medical condition shall be included in the solicitation notice. The notice will then be circulated to all employees.

Administration of Donations:

Leave donations are to be a minimum of eight hours and a maximum of twenty-four hours. Leave donations will be transferred to the recipient in the order received. If there is excess donated leave remaining after the recipient has recovered and is able to return to work, the unused leave will be returned to the donors in the order received. Should the recipient terminate employment with donated leave balance; there shall be no cash payout of the terminal leave benefit. The maximum amount of leave that can be donated to any employee is 240 hours.

Emergency Leave

Employee leave-with-pay for an "emergency" or "immediate family death" may be granted by their supervisor with approval from the Fire Chief. The leave cannot exceed five consecutive working days and is limited to a total of 40 working hours in a calendar year. "Emergency" means any critical illness or injury requiring hospitalization or other situation of a critical nature involving a member of the immediate family. "Immediate family" is the employee's spouse, children, grandchildren, brothers, sisters, parents, parent's in-law, or grandparents (all of which includes "step").

Jury Leave

An employee will be granted leave with full pay to perform jury duty or serve, under subpoena, as a witness before any court or commission. Any compensation, other than reimbursement of expenses, paid to a juror who serves more than three days (in accordance with Federal and Colorado State Statutes) shall be refunded to the District unless the employee elects to have such time charged as annual leave.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Military Leave of Absence

The District prohibits discrimination against employees on the basis of military duty, affiliation, or status; and requires reinstatement of an employee following military leave to the same position or a position of like seniority, status, and pay; as dictated by Federal and State laws. Generally, an employee will be reinstated if he or she is still qualified to perform the job duties; and circumstances don't make it impossible, unreasonable, or against public policy to reemploy the employee.

Paid Leave at Discretion of the Fire Chief

The District may provide up to two (2) weeks of paid leave to employees for situations not covered in other benefits or defined leaves. Employees are expected to utilize sick time, vacation time, short- or long-term disability, or emergency leave before considering additional paid leave options.

An employee may submit, in writing, their request for leave to the Fire Chief for consideration. The Fire Chief has the discretion to grant all, some, or none of the requested leave. The request should address why other forms of leave were not sufficient or applicable. If the Fire Chief is the employee requesting the leave, requests should be submitted to the Board President.

Leave requests should be made as early as reasonably practical.

References

- Pregnancy Discrimination Act of 1978:
<https://www.eeoc.gov/laws/statutes/pregnancy.cfm>
- Family and Medical Leave Act (FMLA), Federal:
<https://www.dol.gov/general/topic/benefits-leave/fmla>
- Family and Medical Leave Act (FMLA), Colorado:
<https://www.colorado.gov/pacific/dhr/FMLA>
- Department of Labor Workers' Compensation Act:
<https://www.dol.gov/general/topic/workcomp>
- Department of Labor Wages and Fair Labor Standards Act (FLSA):
<https://www.dol.gov/agencies/whd/flsa>