

2023

City of Glenwood Springs Summary of Benefits



Full-Time Employees currently employed by City of Glenwood Springs can enjoy the following benefits.

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

Medical, Dental
& Vision

Flexible Spending
Accounts

Basic Life/AD & D

Disability Coverage

Accident Insurance

Supplemental Life

Retirement Options
401(a)/401(k)/457

Employee Assistance
Program

Paid Holidays

Vacation and Sick Leave

Parental Leave

Education Assistance

Community Center
Membership

Wellness Program

Longevity Awards

Miscellaneous Benefits

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ELIGIBILITY FOR BENEFITS

As a full-time employee, you are eligible for a wide variety of benefits including medical, dental, and vision insurance.

Employees will make their elections upon their date of hire. Changes to their choices may be submitted within thirty days of the hire date. A spouse or domestic partner, along with any legally adopted or biological children up to the age of 26 are also eligible as dependents for plan enrollment. To enroll eligible dependents, you will need to provide proof of eligibility such as a marriage certificate, affidavit of common law marriage, or birth or adoption certificates for children. Copies of dependents' social security cards or their social security numbers are also needed to enroll.

Other than our voluntary life insurance, we have non-taxable benefits under the IRS Code Section 125. This means your benefits are deducted from your paycheck as pre-tax contributions.

Medical, dental, vision, life, accident, flexible spending accounts, and disability coverage are effective the first day of the month following new hire enrollment. 401(k) contributions begin six months after the first day of the month following your full-time hire or rehire date, and 401(a) and FPPA contributions begin immediately upon hire. The 457(b)-retirement plan may be added or dropped at any time.

Every year you will have the opportunity to make changes to your benefit elections during open enrollment, held during the fall, for changes that become effective January 1st of the following year. Otherwise, you must have a qualifying life event to change your benefit elections.

Life events for dropping coverage include an employee or dependent gaining other coverage, divorce, child turning 26, or a death. Events for adding dependents or making changes to existing coverages include a marriage, birth or adoption, or employee or dependent losing their primary insurance coverage. **Life events require supporting documentation and must be submitted within thirty days of the qualifying event, otherwise they may be denied.**

BENEFITS CONTACT INFORMATION SHEET

Benefit	Company	Plan ID	Telephone	Options	Website
Medical	Willis/CEBT	K-6	800-332-1168		www.cebt.org
Medical Network	UMR Pays the claims, and provides the network	PPO IV, PPO VII, HRP	800-332-1168	Option of two plans: PPOIV or PPOVII; HRP covers those with other insurance - mandatory	www.umar.com
Prescription Coverage	Caremark	RXGRP: CEBT0001 Rxbn:610415 RXPCN: PCS	800-378-9442	Automatically enrolled when enrolled in medical plan	www.caremark.com
Dental	Delta Dental	K-6	800-332-1168	Voluntary	www.cebt.org or www.deltadentalco.com
Vision	VSP/CEBT	K-6	800-332-1168	Voluntary	www.cebt.org or www.vsp.com
Life and AD&D	Willis/CEBT	K-6	800-332-1168	Automatically enrolled at no cost	www.cebt.org
Voluntary Life	The Standard Allstate Insurance	643648	800-332-1168	Voluntary Voluntary	www.cebt.org or www.standard.com Contact Human Resources
Accident Insurance	Allstate Insurance			Voluntary	Contact Human Resources
FSA, Dependent Care, HSA, COBRA	WEX (formally Discovery Benefits)	10697	833-225-5939	Voluntary	www.wexinc.com
401(K) & 401(A) for Police and Fire	The Newport Group		800-217-2240	401(k): Voluntary 401(a): EE/ER Contribution	www.newportgroup.com
457	ICMA-RC	306377	800-669-7400	Voluntary	www.icmarc.org
STD/LTD	Lincoln Financial Group	STD: 000010107667 LTD: 000010107666	800- 423-2765	Automatically enrolled in LTD; STD is Voluntary	www.lfg.com
EAP	Triad Employee Assistance Program	John Gribben	877-679-1100	Up to 6 visits (free) per year per issue with counselor	www.triadeap.com
Community Center Membership	Contact HR	Human Resources Assistant Geselle Arellano (970) 384-6412 geselle.arellano@cogs.us			
Wellness	Contact HR	Human Resources Assistant Geselle Arellano (970) 384-6412 geselle.arellano@cogs.us			
Educational Assistance	Contact HR				

MEDICAL PLAN - CEBT/UMR

The administrator for this benefit is CEBT/Willis Towers Watson. They can be reached at www.cebt.org or 800-332-1168. Alternatively, you can login to UMR at www.umar.com to check your benefits and coverages.

Plan Services	PPO IV	PPO VII
Office Visits/ Primary Care/OB/GYN	PPO \$40 co-pay Non-PPO subject to deductible, then 60/40	PPO \$55 co-pay Non-PPO subject to deductible, then 60/40
Lab Charges	PPO \$40 co-pay Non-PPO subject to deductible then 60/40	PPO \$55 co-pay Non-PPO subject to deductible then 60/40
Prescription Drugs	<u>Retail</u> - 30-day supply: Generic \$20 Preferred Brand \$40 Non-Preferred Brand \$60 <u>Mail Order</u> - for 90-day supply: Generic \$40 Preferred Brand \$80 Non-Preferred Brand \$120	<u>Retail</u> - 30-day supply: Generic \$20 Preferred Brand \$40 Non-Preferred Brand \$60 <u>Mail Order</u> - for 90-day supply: Generic \$40 Preferred Brand \$80 Non-Preferred Brand \$120
Deductible	\$1500 (max of 3 per family)	\$4000 (max of 3 per family)
Coinsurance	PPO: Subject to deductible then PPO 80/20, Non-PPO: 60/40	PPO: Subject to deductible then PPO 80/20, Non-PPO: 60/40
Maximum Out of Pocket	PPO: \$4000 (\$8000 family) Non-PPO: \$8000 (\$16,000 family)	PPO: \$6000 (\$12,000 family) Non-PPO: \$12,000 (\$24,000 family)
Hospital Charges	Subject to deductible then PPO 80/20, Non-PPO 60/40. Precertification is required for inpatient stay and for surgeries, whether inpatient or outpatient.	Subject to deductible then PPO 80/20, Non-PPO 60/40. Precertification is required for inpatient stay and for surgeries, whether inpatient or outpatient.
Emergency Care	Subject to deductible then PPO 80/20, Non-PPO 60/40	Subject to deductible then PPO 80/20, Non-PPO 60/40
Ambulance	Subject to deductible then 80/20 of "reasonable & customary"	Subject to deductible then 80/20 of "reasonable & customary"
Outpatient Surgery	Subject to deductible then PPO 80/20, Non-PPO 60/40	Subject to deductible then PPO 80/20, Non-PPO 60/40
Preventative Care	Most preventative services will be covered 100% with no co-pays or deductibles, this includes children's immunization More detailed information can be found on the Intranet, under Human Resources-Benefits	Most preventative services will be covered 100% with no co-pays or deductibles, this includes children's immunization More detailed information can be found on the Intranet, under Human Resources- Benefits
Xrays/Scans/MRI's/CT scans/Pet Scans	Subject to deductible PPO 80/20, Non-PPO 60/40	Subject to deductible PPO 80/20, Non- PPO 60/40
Colonoscopy (Routine, 50+ or older)	PPO: Waive the deductible then 100% Non-PPO: subject to deductible then 60/40	PPO: Waive the deductible then 100% Non-PPO: subject to deductible then 60/40
Physical Therapy	PPO: \$40 co-pay	PPO: \$55 co-pay

	Non-PPO: subject to deductible then 60/40	Non-PPO: subject to deductible then 60/40
Durable Medical Equipment	PPO: Subject to deductible then 80/20 Non-PPO: 60/40	PPO: Subject to deductible then 80/20 Non-PPO: 60/40
Chiropractor *	PPO/Non-PPO \$40 co-pay; \$1000 annual benefit; benefits subject to "reasonable & customary"	PPO/Non-PPO \$55 co-pay; \$1000 annual benefit; benefits subject to "reasonable & customary"
Mental/Nervous & Drug/Alcohol	Outpatient: PPO \$40 co-pay Deductibles start on discharge from facility	Outpatient: PPO \$55 co-pay Deductibles start on discharge from facility

*Subject to reasonable and customary guidelines (R&C)

****PPO NOTE: The copays for PPO IV and PPO VII apply toward the max out of pocket. Combination of PPO and Non-PPO out of pocket limit will never exceed the non-PPO out of pocket limit.**

***If you are covered by another plan, you may opt out with documented proof of coverage.**

Cost Per Pay Period - Medical

PPO 4			Employee Per Paycheck Contribution (26 times/year)	Annual Employee Contribution for PPO4	Annual COGS Contribution for PPO4	TOTAL Annual Premium for PPO4 (includes COGS + EE)
Co Pay	\$40	Employee Only	\$ 72.46	\$1,884	\$11,844	\$13,728
Deductible	\$1,500	Employee & Spouse	\$144.46	\$3,756	\$23,676	\$27,432
Max Individual	\$4,000	Employee & Child(ren)	\$134.31	\$3,492	\$21,900	\$25,392
Family Max	\$8,000	Employee & Family	\$201.69	\$5,244	\$32,952	\$38,196
PPO 7			Employee Per Paycheck Contribution 26 times/year	Annual Employee Contribution for PPO7	Annual COGS Contribution for PPO7	TOTAL Annual Premium for PPO7 (includes COGS + EE)
Co Pay	\$55	Employee Only	\$ 0.00	\$ 0.00	\$11,052	\$11,052
Deductible	\$4,000	Employee & Spouse	\$116.31	\$3,024	\$19,056	\$22,080
Max Individual	\$6,000	Employee & Child(ren)	\$107.54	\$2,796	\$17,640	\$20,436
Family Max	\$12,000	Employee & Family	\$162.00	\$4,212	\$26,532	\$30,744

DENTAL PLAN- DELTA DENTAL

The administrator for this is CEBT/Willis Towers Watson and they can be reached at www.cebt.org or 800-332-1168. Alternatively, you can login to Delta Dental at www.deltadental.com/co to check your benefits and coverages.

Type of Service	Amount You Pay
<u>Type I-Preventative Services</u> (Oral exams, fluoride treatments, sealants, and x-rays)	
❖ Deductible	Waived
❖ Coinsurance	Covered at 100%
<u>Type II-Basic Services</u> (Emergency services, extractions, anesthesia, fillings, oral surgery, endodontic, and periodontics.)	
❖ Deductible	\$50 Single/\$150 Family
❖ Coinsurance	20% after deductible
<u>Type III-Major Services</u> Crowns, dentures, bridges, prosthetic repairs, implants, and other prosthetic devices	
❖ Deductible	Combined with Basic
❖ Coinsurance	50%
<u>Annual Maximum</u>	\$1500
<u>Type IV-Orthodontia Services</u> Eligible dependent children to age 19. Treatment must be completed prior to age 19	
❖ Coinsurance	50%
❖ Maximum Lifetime Benefit	\$1500

* All fees and percentages below are based on usual and customary charges

****Waiting Period****

The waiting period is waived for Orthodontia work in progress; however, CEBT will reduce the lifetime benefit of \$1500 by the number of benefits paid by the previous carrier. Dependents that do not currently have work in progress must satisfy the six (6) months waiting period.

Cost Per Pay Period – Dental

Cost Per Pay Period-Dental	
Employee	\$16.62
Employee & Spouse	\$35.08
Employee & Child (ren)	\$47.08
Family	\$63.23

VISION PLAN - VSP

The administrator for this is CEBT/Willis Towers Watson and they can be reached at www.cebt.org or 800-332-1168. Alternatively, you can login to VSP at www.vsp.com to check your plan and coverages.

Member Benefits	Up To	
Elective Contact Lenses Allowance	\$160	Once every 12 months
Exam Co-pay	\$15 co pay	Employee pays the co-pay, and the rest of exam is covered. Subject to *(R&C) reasonable and customary guidelines. Once every 12 months
Material Co-pay	\$15 co pay	Employee pays the co-pay, and the rest of materials are covered. Subject to* (R&C) reasonable and customary guidelines. Once every 12 months
Frame Allowance (retail)	\$160	Once every 24 months

Per Pay Period Cost – Vision

Per Pay Period Cost-Vision	
Employee	\$ 4.62
Employee & Spouse	\$ 6.46
Employee & Child	\$ 6.00
Family	\$11.54

*Reasonable & Customary

FLEXIBLE SPENDING PLANS

The administrator for this is WEX and they can be reached at 1-833-225-5939 or www.wexinc.com.

Account Type	How Is It Used?	How much can I contribute?	How does it work?
Medical	Pairs with PPO IV Plan and PPO VII Plan	Contribute up to \$2,700 pre-tax, per Calendar Year	Is not a complete use it or lose it plan: *You will be able to rollover \$500 or less from the calendar year*
Dependent Care	Used towards the cost of care for your child under the age of 13 or for disabled children or elderly care.	Set aside up to \$5,000 pre-tax, per Calendar Year	“Use it or Lose It” All funds set aside for the year, must be used by December 31 and claims submitted by March 15.

How these plans work:

You will be issued a “debit card” from WEX for the FSA account. Simply run the card at the time of service to your medical, dental or vision provider. The payment will automatically be drawn on this account if the money is available. Here are some examples of what you may use the funds for:

Co-Pays	Prescriptions	Dental Procedures
Glasses and Exams	Hearing Aides	Physical Therapy
Deductibles	Chiropractic Care	Smoking Cessation Programs

You can consult the entire Expense Eligibility List for FSAs at www.wexinc.com.

CITY-PAID LIFE INSURANCE AND AD&D

The administrator for this benefit is CEBT/Willis Towers Watson through the Standard and they can be reached at 800-332-1168 or www.cebt.org.

The City of Glenwood Springs provides coverage at 1½ times an employee's basic annual earnings for group life and accidental death and dismemberment (AD&D) insurance. **This benefit is at no cost to the employee.**

The plan also provides coverage for eligible dependents with a dependent life benefit of \$5,000 for your spouse and \$200 for each child over 14 days, but less than 6 months, and \$2,000 for each child over 6 months, up to the age of 19.

DISABILITY INSURANCE

Long-Term Disability

Provided at no cost to the employee. Lincoln Financial Group is the administrator, and they can be reached at 800-423-2765 or www.lfg.com.

Long-term Disability	
Benefits Begin	After 90 days of continuous disability
Percentage of Income Replaced	60% of your weekly salary
Maximum Benefit	\$5000 per week

Short-Term Disability

Outside of the new hire enrollment period an Evidence of Insurability Form is required to enroll in short-term disability. Lincoln Financial Group is the administrator, and they can be reached at 800-423-2765 or www.lfg.com.

Enrolling in this voluntary benefit can provide a source of income if you are unable to work for an extended period due to a non-occupational injury or illness, or due to pregnancy. Coverage is guaranteed if you enroll when you are hired. You are not eligible to receive Voluntary Short-Term Disability benefits if you are receiving worker's compensation benefits.

Short-term Disability	
Benefits Begin	1 st day accident/hospitalization/injury 8 th day illness
Percentage of Income Replaced	Up to 60% of your weekly salary
Maximum Benefit	\$1000 Week
Monthly Cost (To Calculate Cost)	(1) Annual Salary/52*.6=Weekly Coverage Amount (2) Weekly Coverage Amount/10*.416=Monthly Cost

Note that short- and long-term disability may run concurrently with FMLA Leave. Please contact Human Resources if you need to miss three or more days of work because of a family or medical reason.

Fire and Police Pension Association (FPPA) Death and Disability

For a complete copy of the FPPA Rules and Regulations and the Colorado Revised Statutes governing this plan, visit www.FPPAco.org or contact FPPA at (303) 770-3772 or toll-free statewide at (800) 332- 3772.

The FPPA offers a Statewide Death & Disability (SWDD) Plan. Human Resources will send new fire and police hires an enrollment email on or near their starting date. Enrollment must be completed by the employee within 30 days of hire. **This benefit is at no cost to the employee.**

OTHER VOLUNTARY BENEFITS

Accident Insurance

Allstate is the administrator, and they can be reached at 800-255-7828 or www.allstate.com.

Accident Insurance Per Pay Period Premiums	
Employee Only	\$ 8.22
Employee + Spouse	\$14.22
Employee + Child(ren)	\$17.86
Family	\$22.26

The policy is portable meaning you can take it with you if you leave employer.

When you enroll yourself and/or dependents in this benefit, you pay the full cost through payroll deductions. Effective dates for this benefit are the first of the month following the signature date for new hires. Completion of an enrollment form is required.

Enrollment forms and premium rate sheets are located on Employee Self Service under the document icon on the top right corner. You can also contact Human Resources regarding any questions or for forms.

Allstate Voluntary Term Life

Allstate is the administrator, and they can be reached at 800-255-7828 or www.allstate.com.

This is a post-tax benefit. The policy is portable meaning you can take it with you if you leave the employer. Rates are fixed until 100 years of age, but terms and conditions may apply.

When you enroll yourself and/or dependents in this benefit, you pay the full cost through payroll deductions. Effective dates for this benefit are the first of the month following the signature date for new hires. Completion of an enrollment form is required.

Enrollment forms and premium rate sheets are located on Employee Self Service under the document icon on the top right corner. You can also contact Human Resources regarding any questions or for forms.

The Standard Voluntary Life and AD&D Insurance

Administered through Willis/CEBT, employees who want to add to their life insurance may purchase Voluntary Life Insurance through Standard Life Insurance Company. When you enroll yourself and/or dependents in this benefit, you pay the full cost through payroll deductions. You can purchase coverage for yourself up to a total of \$500,000. Spouses can enroll in coverage for up to 50% of the employee annual election.

Upon new hire, employee coverage is guaranteed without evidence of insurability for up to \$150,000. You may enroll at time of hire, or during open enrollment with a completed evidence of insurability form.

When you reach an age shown below, the amount of coverage will decrease by these percentages:

Age of Member	Percentage
65 through 69	60%
70 through 74	35%
75 through 79	25%
80 and over	20%

RETIREMENT BENEFITS

401(k) Plan through Newport/Stifel

Participation begins on the first day of the month following six months continuous employment. **Stifel is the investment advisor for our 401(k) and 401(a) and they can be reached at 970-945-5275.**

The City automatically contributes 4% of the employee's salary toward each eligible employee's account. Employees may contribute a percentage of his/her gross income up to a maximum of \$22,500/year. The city matches the first 3% of the employee's contribution. If you are 50 years or older, you can make an additional catch-up contributions up to \$7,500/year.

How It Works:

1. Employees will receive an email from Human Resources reminding them to set-up an appointment with Stifel our investment advisors, in Glenwood Springs.
2. Stifel, our investment company, will guide employees through the process of setting up an online account with Newport Group (the Administrator), allocating your money to different funds, or help you with a rollover, and your retirement/savings path.
3. Contributions may be changed at any time online, @ www.newportgroup.com

401(k) Vesting Schedule

All contributions made by the employee to the 401(k) are 100% vested. City contributions to the 401(k) are vested according to the following schedule:

Year	Percent Vested
Less than 1	0%
1 but less than 2	20%
2 but less than 3	40%
3 but less than 4	60%
4 but less than 5	80%
5 or more	100%

401(a) Money Purchase Plan for Police and Fire through Newport/Stifel

Participation begins immediately upon hire. **This plan is administered by Stifel, and they can be reached at 970-945-5275 or via www.stifel.com. Alternatively, you may login to your account at www.newportgroup.com or call Newport Group at 800-307-4015.**

Employees of the Fire and Police Departments are provided retirement benefits in lieu of social security contributions in the form of a 401(a) through Newport/Stifel. The employee contributes 7.5% of their salary and the city will match the 7.5% of their salary. All contributions made by the employee to the 401(a) are 100% vested.

City contributions to the 401(a) are vested according to the following schedule:

Year	Percent Vested
Less than 1	0%
1 but less than 2	20%
2 but less than 3	40%
3 but less than 4	60%
4 but less than 5	80%
5 or more	100%

457(b) MissionSquare Plan

Employees may roll over accounts or manage their account online at www.icmarc.org or by calling 800-669-7400.

The 457(b) is effective the first of the month following enrollment in the plan. Eligible employees may voluntarily contribute a percentage of pre-tax income in the form of a payroll deduction up to a maximum of \$22,500 per year. This can be in addition to amounts contributed to an employee's 401(k) Plan. The City of Glenwood Springs does not match contributions to this plan; all employee contributions are 100% vested.

EMPLOYEE ASSISTANCE PROGRAM

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.

Triad is an Employee Assistance Program (EAP) that offers up to six free counseling sessions. Employees and members of their household are eligible for counseling services for personal, work- related, legal, or financial concerns. TRIAD assistance is confidential, and the employer does not receive any identifying information.

TYPES OF PAID TIME OFF

Holidays

The following days have been designated as paid holidays:

- New Year's Day, January 1st
- Martin Luther King, Jr. Day, 3rd Monday of January
- President's Day, 3rd Monday of February
- Memorial Day, last Monday of May
- Independence Day, July 4th
- Labor Day, 1st Monday of September
- Thanksgiving Day, 4th Thursday of November
- Day after Thanksgiving, 4th Friday of November
- Christmas Eve, December 24th
- Christmas Day, December 25th
- Floating Holidays – 2 (terms in the Employee Handbook will apply)

Police employees may be granted an exception from the listed holidays and will observe 10 holidays on other days.

Vacation Leave

Employees are given vacation leave on a graduated accrual basis. This leave accrual begins immediately upon employment. Employees are eligible to take vacation leave as soon as those hours have been accrued. Vacation leave cannot be granted prior to being accrued and must be taken with prior supervisor approval.

Regular Full-Time Employees	Accrual Rate	Maximum Accrual
0-5 years:	8 hours per month	208 hours
6-10 years:	10 hours per month	208 hours
11-15 years:	12 hours per month	208 hours
Over 15 years:	14 hours per month	208 hours

Fire Department shift employees must take time off in 24-hour increments (or as allowed by the Fire Chief/Department Head)

Regular Fire Department Shift Employees	Accrual Rate	Maximum Accrual
0-5 years:	11 hours per month	286 hours
6-10 years:	13.75 hours per month	286 hours
11-15 years:	16.5 hours per month	286 hours
Over 15 years:	19.5 hours per month	286 hours

If an employee transfers from one accrual type to another, their accrued leave will also transfer.

Upon voluntary or involuntary termination for any reason, the Employee shall be paid for then accrued and unused vacation.

Sick Leave

Full-Time, regular employees shall begin to accrue sick leave immediately upon employment. Employees shall accrue sick leave on the following basis of continuous service:

	Accrual Rate	Maximum Accrual
Regular, Full-Time Employees	8 hours per month	960 hours
Regular, Full-Time Fire Department Employees	11 hours per month	1,320 hours

Part-time employees accrue Sick Leave at the rate of one hour for every 30 hours worked.

Upon voluntary or involuntary termination for any reason, sick leave shall be paid for as set forth in the Employee Handbook.

Please contact Human Resources if you need to miss three or more days of work because of a family or medical reason.

PAID PARENTAL LEAVE

Employees who have been continuously employed by the city for 12 months may use paid parental leave for the birth or adoption of their child. The leave compensates the employee's salary at 100% and lasts up to 6 weeks. The leave must commence within 2 weeks of the birth or adoption and will run concurrently with FMLA. The paid time is non-intermittent but may be used along with short-term disability.

For more details on our paid parental leave, please review the policy on SharePoint or request a copy from Human Resources.

PUBLIC HEALTH EMERGENCY LEAVE

City of Glenwood Springs will provide supplement leave amounts for employees to have up to two weeks of sick leave for qualifying reasons related to a Public Health Emergency, including COVID-19. Supplemental leave amounts are calculated based on sick hours accrued as of January 1, 2023.

We do not provide sick leave for those employees who already have the minimum amount of sick leave through their regular sick leave accruals. Employees are eligible for supplemental Public Health Emergency Leave (PHEL) only once during the entire duration of a qualifying public health emergency. After that, regular sick time or other leave must be used.

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

- 1) Self-isolating due to a positive diagnosis, of the illness that is the cause of the public health emergency.
- 2) 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) 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) 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.

OTHER MISCELLANEOUS BENEFITS

Transportation

The City partially subsidizes the cost of RFTA (Roaring Fork Transportation Authority) bus passes for employees who live outside of Glenwood. The primary purpose of this pass is transportation to and from work. The cost of a monthly bus pass is \$25 for a 30-day pass.

Additionally, employees can purchase RFTA discounted Value Cards. A forty (\$40) Value Card is \$29.00, and a twenty (\$20) Value Card is \$14.50. RFTA maps and schedules are available at www.rfta.com.

Employees can purchase their monthly pass or RFTA discounted punch passes from the Finance Department in City Hall.

Guaranteed Ride Home

Employees using alternative transportation (bus, walk, bike, carpool, commuter van) can receive a Guaranteed Ride Home when there is an emergency or unplanned event during the workday. Please contact Human Resources for more information.

Educational Assistance

Subject to the availability of funds, the City of Glenwood Springs may contribute a maximum of \$1,500 per year for educational purposes of employees. The education must be in conjunction with or related to the employee's position with the City of Glenwood Springs and must have prior approval of the City Manager. Reimbursement will be contingent upon satisfactory completion of the program with a passing grade of C or better.

If an employee voluntarily leaves City employment, repayment in part or full for the educational instruction may be required. Employees will be asked to sign an agreement stating such. Employees are encouraged to discuss their education needs with their supervisor prior to enrolling if they plan on applying for educational assistance.

Community Center Membership

Employees may enjoy a free membership to the Glenwood Springs Community Center.

Full-time employees are eligible for passes for themselves and immediate family or household members. This includes a spouse or domestic partner and children aged 23 or younger who reside in the household.

The membership includes access to open gym, winter public ice skating, unlimited use of the fitness center, fitness orientations, free public swim, and use of the internet lab. All other Community Center fees for charged services will be at the rate of a resident member.

To activate your membership, please use the authorization form provided at the time of new hire orientation. To renew your membership each year, please contact the Community Center front desk at (970) 384-6301. This free membership will continue if you are currently an employee. **This is a taxable benefit.**

Wellness Benefit

The City of Glenwood Springs maintains a comprehensive Wellness Program and is dedicated to the wellness and the preventive care of its employees and their families. This Wellness Program has been designed for all levels of health and fitness.

Full-time employees can earn up to 16 hours of paid time off annually for participating in qualifying wellness activities throughout the year. These hours do not rollover into the next calendar year; they are also not paid out. The timeframe for submitting wellness time this year ends on November 30, 2023. Each pre-determined activity approved by the Wellness Committee will be allocated a time off value. Employees must utilize their accumulated wellness hours by December 31, 2023.

Please consult our Wellness Program Guide for more details regarding our program and usage.

Longevity Pay

After five years of continuous employment with the City of Glenwood Springs, employees qualify for longevity pay. Longevity pay is awarded at the sole discretion of the City Manager following the anniversary of hire date. If an employee is awarded longevity pay, the entire amount will be paid on the first pay day after the anniversary hire date. The employee must have completed the years of service outlined in the schedule below:

Completed Years of Service	Longevity Amount
5 through 9 years	\$350.00
10 through 14 years	\$700.00
15 through 19 years	\$1,050.00
20 through 24 years	\$1,400.00
25 and up	\$1,750.00

Sunlight Ski Passes

The City has 6 sunlight ski passes that may be checked out for you and your family. These are on a first come basis and may be checked out for one day at a time.

Employee Housing Grant

For 2023, regular full-time employees of the City who are employed for the entire pay period that includes March 1 and October 1, 2023 and have an annual salary of less than \$70,000 will receive an equal portion of the amount allocated by City Council for a housing grant. City Council members and current employees in the EHOP program are not eligible. These payments will be made twice per year in the payroll that includes the above dates. All employees that meet the criteria are eligible.