

**COLORADO CITY METROPOLITAN DISTRICT  
RESOLUTION NO. 07- 2023**

**A RESOLUTION ADOPTING AN AMENDMENT TO THE DISTRICT'S PERSONNEL  
HANDBOOK REGARDING PART-TIME DISTRICT EMPLOYEE BENEFITS**

**WHEREAS**, Colorado City Metropolitan District ("District") is a quasi-municipal corporation and special district duly organized and existing under the Constitution and laws of the State of Colorado; and

**WHEREAS**, C.R.S. § 32-1-1001(1)(m) states that the District's Board of Directors ("Board") has the power "[t]o adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and laws of this state for carrying on the business, objects, and affairs of the board and of the special district."; and

**WHEREAS**, the Board of Directors wishes to adopt a Resolution amending the District's Personnel Handbook in order to clarify the benefits of part-time District employees working under 40 hours per week, regarding insurance premium benefits, leave time, holiday time, and vacation time; and

**WHEREAS**, the Board finds that it is in the best interests of the public and the District to amend its Personnel Handbook to allow for this clarification regarding employee benefits for the District's part-time employees.

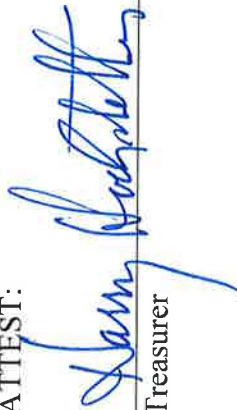
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
COLORADO CITY METROPOLITAN DISTRICT:**

1. The Board hereby approves amendments to Section 4.00 (Leave Time/Holidays/Vacation), Section 4.10 (Vacation), and Section 5.80 (Part-Time Employment) of its Personnel Handbook as set forth in **Exhibit A**.
2. All provisions of the District's Personnel Handbook that are not amended by this Resolution remain in full force and effect. Nothing herein amends the Bylaws or the Rules and Regulations of the District.
3. The amendment takes effect immediately upon adoption of this resolution.

**PASSED AND APPROVED** this 31<sup>st</sup> day of January, 2023.

**COLORADO CITY METROPOLITAN  
DISTRICT**

ATTEST:

  
Treasurer

  
President

**EXHIBIT A**

The following sections of the Personnel Handbook of the District are hereby amended as follows. New language is *italicized and underlined* and deleted language is in ~~strikethrough~~ format:

**3.10 Holiday Pay**

Employees *who are eligible for paid holidays under Section 4.20* and work on district-designated holidays shall be compensated at their regular rate for each hour worked; in addition to their holiday pay.

#### 4.00. Leave Time/Holidays/Vacation

Unless otherwise specified, all regularly employed, ~~full-time, salaried~~ employees (*other than temporary employees*) are provided the following leave time, holidays, and vacation. Employees are considered full-time within the meaning of these policies if they are regularly employed for at least 40 hours per week and receive a regular salary and benefits. All employees are entitled to sick time as set forth in section 4.31 and public health emergency leave as set forth in section 4.39 below.

#### 4.10. Vacation

Full-time, permanent employees accrue vacation annually after the first full Month of employment as follows:

Years Completed	Vacation Hours Per Year
0-5	80 hours (10 days)
5+	120 hours (15 days)

Part-time employees, who are regularly employed working under forty (40) hours per week, are eligible to accrue vacation annually after the first full Month of employment, in the same proportion that the number of hours that the employee is regularly scheduled to work bears to forty (40) hours. For example, an employee who is regularly scheduled to work 30 hours per week would accrue vacation at a rate of 60 hours per year for 0-5 years and 90 hours per year for 5+ years.

It is District Policy to encourage employees to take earned vacation. Employees may accrue vacation from one year to the next only with the approval of their supervisor. In no event shall an employee be permitted to accrue more than one hundred and twenty (120) hours of vacation.

Vacation shall not be used in advance of its accrual. All use of vacation time must be approved by each employee's immediate supervisor.

Employees who terminate their employment with accrued but unused vacation time on the books shall be paid at their current regular straight time rate of pay for such unused vacation time. Under no circumstances will any employee receive compensation for more than one hundred and twenty (120) hours of vacation time.

#### 4.20 Holidays

The District provides the following paid holidays for full-time and part-time employees (other than temporary employees):

New Year's Day (January 1)	
Martin Luther King Day (third Monday in January)	
President's Day (third Monday in February)	
Memorial Day (last Monday in May)	
Independence Day (July 4)	
Labor Day (first Monday in September)	
Columbus Day (second Monday in October)	
Veteran's Day (November 11)	
Thanksgiving Day (fourth Thursday and Friday in November)	
Christmas Day and day following if Christmas is on a (December 25)	Thursday

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday shall be observed. Employees who are normally scheduled to work on Saturdays or Sundays will observe the actual day of the holiday. To receive pay for a designated holiday, an employee must have been regularly

scheduled to work on the observed holiday day and must have worked on or been paid for the workday immediately preceding and the workday immediately following the holiday.

#### **4.30 Leave Time**

The District provides paid or unpaid leave for use by employees under specific circumstances. Available leave and the circumstances under which it may be used are described below. The use of paid leave ordinarily must be approved in advance by each employee's supervisor, except for use of sick leave or public health emergency leave. Unless advance approval is obtained, if possible, an employee may be charged for unpaid leave even if he or she is absent for a reason for which leave could otherwise be used. In addition, absence from work without advance approval may subject an employee to discipline, up to and including discharge, except for permitted uses of sick leave or public health emergency leave.

Part-time employees, who are regularly employed working under forty (40) hours per week, are eligible to accrue personal leave and bereavement leave time, in in the same proportion that the number of hours that the employee is regularly scheduled to work bears to forty (40) hours, at the rates set forth below.

#### **4.35 Military Leave**

~~Full-time e~~ Employees who are members of the National Guard or reserve forces are entitled to military leave without loss of benefits or status for up to fifteen (15) days each calendar year while they are engaged in training or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave shall be afforded leave without pay for the duration of his or her service and shall be reinstated to full employment rights upon separation from military service as required by law, provided he or she reports to the District for work within ninety (90) days from such separation.

Employees on military leave are paid the difference between their regular straight time pay and pay received for military service for up to ten (10) working days per calendar year. To receive such pay, an employee must provide a military pay statement verifying the amount received by him or her for military service.

#### **5.80. Part-Time Employment**

Any employee who is regularly scheduled to work less than forty (40) hours per week is considered a part-time employee.

Part-time employees who are regularly employed for thirty-three (33) hours or more per week are eligible for all vacation time, sick time, leave time, insurance and benefits, described in these policies, provided that such vacation time, sick time and leave time shall accrue, and such benefits shall be paid for by the District only in the same proportion that the number of hours worked by the employees bears to forty (40) hours. Part-time employees who are regularly employed for thirty-three (33) hours or more per week are eligible for a contribution toward insurance premiums proportionate to the number of hours that they are regularly scheduled to work. Such employees are eligible to participate in the District's group insurance programs upon payment through payroll deduction of the remaining insurance premium.

Part-time employees regularly scheduled to work less than thirty-three (33) hours per week accrue vacation, sick and leave time in such proportion; however, they are not provided paid insurance benefits. Such employees are eligible to participate in the District's group insurance programs upon payment through payroll deduction of the full cost of such benefits.