



**SUMMIT COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING AGENDA
Thursday, January 7, 2021 at 2:35 p.m.**

**Please use the link below to join the webinar:
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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. Approval Of 5-18-20 Joint Board Of Health/Board Of County Commissioners Special Meeting Minutes

Documents:

[CONSENT A - 051820 BOH BOCC SPECIAL MIN.PDF](#)

B. Approval Of 12-8-20 Regular Meeting Minutes

Documents:

[CONSENT B - 120820 REG MIN.PDF](#)

C. Approval Of 12-10-20 Joint Board Of Health/Board Of County Commissioners Emergency Meeting Minutes

Documents:

[CONSENT C - 121020 BOH BOCC EMERGENCY MTG. MIN.PDF](#)

D. Approval Of 12-16-20 Special Meeting Minutes

Documents:

CONSENT D - 121620 SPL MIN.PDF

E. Adjustment Of Sick Time Policies (Human Resources)

Documents:

CONSENT E1-SCG GUIDELINE HEALTHY FAMILIES AND THE
WORKPLACE ACT 1.1.2021.PDF

CONSENT E2-HR GUIDELINES PAID TIME OFF ACCOUNTS 1.1.2021.PDF

CONSENT E3-HR GUIDELINES PAID TIME OFF ACCOUNTS.PDF

V. ADJOURNMENT

*This agenda is subject to change at any time. Please contact the Manager's Office or visit our website to obtain updates at: <http://www.summitcountyco.gov>

**JOINT SUMMIT COUNTY BOARD OF HEALTH/BOARD OF COUNTY COMMISSIONERS
Monday, May 18, 2020 3:00 p.m. Special Meeting
SUMMARY MINUTES**

I. CALL TO ORDER

The Special Meeting of the Board of Health on Tuesday, May 18, 2020 was called to order by Chair, Karn Stiegelmeier, at 3:13 p.m.

II. ROLL CALL

Board Members present via conference phone and answered to the roll call were:

Karn Stiegelmeier, Chair
Thomas C. Davidson, Commissioner
Elisabeth Lawrence, Commissioner

Staff attending via conference phone were as follows: Scott Vargo, County Manager; Jeff Huntley, County Attorney; Jaime FitzSimons, Sheriff; Sarah Vaine, Assistant County Manager; Bentley Henderson, Assistant County Manager; Marty Ferris, Finance Director; Amy Wineland, Public Health; Dan Hendershott, Environmental Health; Brian Bovaird, Director of Emergency Management; Julie Sutor, Director of Communications; Molly Boyd, Human Resources Director; April Paige, Executive Administrative Manager; Sara R. Lopez, Deputy Clerk and Lori Dwyer, Deputy Clerk.

Additional attendees via conference phone: Wendy Wolfe, Stephen Graham, Peter Siegel, Nick Doran, Hilary Chu, Ashley Kubiszyn and others that did not sign in.

III. APPROVAL OF AGENDA

IV. CONSENT AGENDA

- A. Approval of Minutes from the 3-17-20 Board of Health Special Meeting. **Approved as presented; and**
- B. Ratification of Summit County Variance Request by the Board of Health and Board of County Commissioners. **Approved as presented; and**

MOTION: A motion was made by Commissioner Lawrence and seconded by Commissioner Davidson to approve the Consent Agenda, items A-B as referenced above.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

V. ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Approved by:

Lori Dwyer, Deputy Clerk

Karn Stiegelmeier, Chair

NOTE: These minutes are a summary of the proceedings and motions of the May 18, 2020 Board of Health/Board of County Commissioners Special Meeting. The complete digital recording is available in the Office of the Clerk & Recorder, Summit County Courthouse, 2nd Floor, 208 Lincoln Avenue, Breckenridge, Colorado 80424.



SUMMIT COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, December 8, 2020 at 1:30 p.m.
SUMMARY MINUTES

*For assistance or questions regarding special accommodations, accessibility,
or available audio/visual equipment, please contact 970-453-3403 as soon as possible.*

I. CALL TO ORDER

The Meeting of the Board of County Commissioners on Tuesday, December 8, 2020 was called to order by Chair, Karn Stiegelmeier, at 1:30 p.m. in the County Commissioners' Meeting Room, Summit County Courthouse, 208 Lincoln Avenue, Breckenridge, Colorado.

II. ROLL CALL

Board Members present and answered to the roll call were:

Karn Stiegelmeier, Chair
Elisabeth Lawrence, Commissioner
Thomas C. Davidson, Commissioner

Staff Present via Zoom were as follows: Scott Vargo, County Manager; Jeff Huntley, County Attorney; Sarah Vaine, Assistant County Manager; Bentley Henderson, Assistant County Manager; Marty Ferris, Finance Director; Julie Sutor, Director of Communications; April Kroner, Planning Director; Suzanne Pugsley, Planner I; April Paige, Executive Administrative Manager and Lori Dwyer, Deputy Clerk.

Additional Attendees via conference phone: Libby Stanford, Carime Lee, John Frazier, Brian Webinger and others that did not sign in.

III. APPROVAL OF AGENDA

The agenda was approved, as presented.

IV. CITIZEN COMMENT

V. CONSENT AGENDA

- A. Approval of 11-24-20 Regular Meeting Minutes. **Approved as presented; and**
- B. Warrant List of 11-16-20 to 11-30-20 (Finance). **Approved as presented by the Finance Department; and**
- C. Approval of a Resolution Canceling Certain Uncollectable Taxes Levied on Personal Property, including but not limited to Mobile Homes, in Summit County, Colorado (Treasurer). **Approved Resolution 2020-79 as presented; and**
- D. Approval to exercise Option Agreement to acquire the Shane Gulch Subdivision (Lower Blue)(Open Space & Trails). **Approved as presented; and**

- E. Approval of Resolution urging Tri-State to Reduce Emissions to CO Customers (Sustainability). **Approved Resolution 2020-80 as presented; and**
- F. Library Board Applicant Approval (Library). **Approved as presented; and**
- G. Petition for Abatement or Refund of Taxes; Abatement No. 20AR-53; Schedule No. 6512658; Legal Property Description: Buildings A, B, C, D, E Bighorn Center Condo; Owner: Atlas Strategic Investments LLC (Assessor). **Approved as presented; and**

MOTION: A motion was made by Commissioner Lawrence and seconded by Commissioner Davidson to approve the Consent Agenda, items A-G and Resolutions 2020-79 and 2020-80 as referenced above.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VI. NEW BUSINESS

- A. General Subdivision Exemption Utility Easement Adjustment to adjust a 16 foot utility easement to 10 feet; located on Lot 1, Sunset Point Sub, a 1.13 acre parcel; zoned Sunset PUD (PLN20-056/Carime A. Lee) (Upper Blue Basin)(Planning).

Suzanne Pugsley gave a history of the property and noted that the request for the change is due to a single family home that is encroaching onto the easement. She noted that staff recommends approval.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-81, a General Subdivision Exemption Utility Easement Adjustment to adjust a 16 foot utility easement to 10 feet; located on Lot 1, Sunset Point Sub, a 1.13 acre parcel; zoned Sunset PUD (PLN20-056/Carime A. Lee) (Upper Blue Basin)(Planning), with five findings and one condition.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VII. PUBLIC HEARING

- A. 2020 Budget Amendment (Finance).

Commissioner Stiegelmeier opened and closed the hearing with no public comment.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-82, 2020 Budget Amendment (Finance).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

Public Hearing B, Public Hearing C and Public Hearing D were opened together as they are related items.

- B. Adopting a proposed 2021 budget for Summit County Government (Finance/Attorney).
- C. Appropriation of Money for Summit County Government for the 2021 Budget Year (Finance).
- D. Mill Levy Certification for 2021 for Summit County Government (Finance).

Marty Ferris noted that this is the final step in adopting the 2021 budget. The overall budget is approximately \$123 million, over 22 funds. Approval of the appropriation of sums of money to the various funds and spending agencies outlined in the proposed resolution. Ms. Ferris noted that Mill Levy Certification allows the County to collect property taxes in 2021 and sets the mill rate for Summit County Government at 19.603 mills. This will generate approximately \$44,285,651 in property tax revenues.

Commissioner Stiegelmeier opened and closed the hearing with no public comment.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-83, Adopting a proposed 2021 budget for Summit County Government (Finance/Attorney).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-84, Appropriation of Money for Summit County Government for the 2021 Budget Year (Finance).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-85, Mill Levy Certification for 2021 for Summit County Government (Finance).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VIII. ADJOURNMENT

The meeting was adjourned at 1:46 p.m.

Respectfully submitted,

Approved by:

Lori Dwyer, Deputy Clerk

Karn Stiegelmeier, Chair

NOTE: These minutes are a summary of the proceedings and motions of the December 8, 2020 Board of County Commissioners' Regular Meeting. The complete digital recording is available in the Office of the County Manager, Summit County Courthouse, 3rd Floor, 208 Lincoln Avenue, Breckenridge, Colorado 80424.



**JOINT SUMMIT COUNTY BOARD OF HEALTH/BOARD OF COUNTY COMMISSIONERS
Thursday, December 10, 2020 at 4:35 p.m.
EMERGENCY MEETING SUMMARY MINUTES**

*For assistance or questions regarding special accommodations, accessibility,
or available audio/visual equipment, please contact 970-453-3403 as soon as possible.*

I. CALL TO ORDER

The Emergency Joint Meeting of the Board of Health and Board of County Commissioners on Thursday, December 10, 2020 was called to order by Chair, Karn Stiegelmeier, at 4:47 p.m.

II. ROLL CALL

Board Members present via Zoom and answered to the roll call were:

Karn Stiegelmeier, Chair
Thomas C. Davidson, Commissioner
Elisabeth Lawrence, Commissioner

Staff attending via Zoom were as follows: Scott Vargo, County Manager; Jeff Huntley, County Attorney; Cameron Turpin, Assistant County Attorney; Sarah Vaine, Assistant County Manager; Bentley Henderson, Assistant County Manager; Marty Ferris, Finance Director; Brian Bovaird, Director of Emergency Management; Julie Sutor, Director of Communications; Molly Boyd, Human Resources Director; April Paige, Executive Administrative Manager and Sara R. Lopez, Deputy Clerk.

III. APPROVAL OF AGENDA

IV. CITIZEN COMMENT

V. NEW BUSINESS

- A.** Approval of a Resolution to move forward with necessary actions as described by the Jeff Huntley, County Attorney and Scott Vargo, County Manager.

Commissioners and staff discussed the immediate need for a sheltered COVID-19 testing location, due to the upcoming winter storm, with the recommendation to commandeer and utilize the building owned by Century Link located at 591 Center Circle, Silverthorne, Colorado, 80498, per CRS 25-1-506, 25-1-508 and 25-1-509 and other authority provided bylaw in the event a lease or license cannot be obtained by noon on December 11, 2020.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to (1) authorize Scott Vargo to execute a lease or license agreement with Century Link authorizing the County and Public Health Dept. to operate a COVID-19 testing site in the facility, and (2) absent an agreement with Century Link by noon on December 11th, authorizing the physical occupation of the building by commandeering the same to operate a COVID-19 testing site for the purpose of isolating individuals with COVID-19 for testing in a manner that protects the health and safety of the public health workers and the public health, safety and welfare generally.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VI. ADJOURNMENT

The meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Approved by:

Sara R Lopez, Deputy Clerk

Karn Stiegelmeier, Chair

NOTE: These minutes are a summary of the proceedings and motions of the December 10, 2020 Board of County Commissioners' Emergency Meeting.



SUMMIT COUNTY BOARD OF COUNTY COMMISSIONERS
Wednesday, December 16, 2020 at 11:00 a.m.
SUMMARY MINUTES

*For assistance or questions regarding special accommodations, accessibility,
or available audio/visual equipment, please contact 970-453-3403 as soon as possible.*

I. CALL TO ORDER

The Special Meeting of the Board of County Commissioners on Wednesday, December 16, 2020 was called to order by Chair, Karn Stiegelmeier, at 11:00 a.m. in the County Commissioners' Meeting Room, Summit County Courthouse, 208 Lincoln Avenue, Breckenridge, Colorado.

II. ROLL CALL

Board Members present and answered to the roll call were:

Karn Stiegelmeier, Chair
Elisabeth Lawrence, Commissioner
Thomas C. Davidson, Commissioner

Staff Present via Zoom were as follows: Scott Vargo, County Manager; Jeff Huntley, County Attorney; Ryne Scholl, Treasurer; Cameron Turpin, Assistant County Attorney; Sarah Vaine, Assistant County Manager; Bentley Henderson, Assistant County Manager; Marty Ferris, Finance Director; Julie Sutor, Director of Communications; April Paige, Executive Administrative Manager and Lori Dwyer, Deputy Clerk.

Additional Attendees via conference phone: Tony Cammarata, Rebecca Duarte, Cale Osborn

III. APPROVAL OF AGENDA

The agenda was approved, as presented.

IV. CITIZEN COMMENT

V. PROCLAMATION

- A.** Resolution Recognizing the Many Years of Dedicated Service by Tony Cammarata as a Member of the Emergency Medical Services Board in Summit County, Colorado.

Sarah Vaine thanked Tony Cammarata for his passion, hours of work, and commitment to the EMS Board.

MOTION: A motion was made by Commissioner Lawrence and seconded by Commissioner Davidson to approve Resolution 2020-86, Recognizing the Many Years of Dedicated Service by Tony Cammarata as a Member of the Emergency Medical Services Board in Summit County, Colorado.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VI. CONSENT AGENDA

- A. Approval to exercise Option Agreement to acquire the Chihuahua Mining & Milling Co mining claims (Snake River Basin)(Open Space & Trails). **Approved as presented; and**
- B. Approval of a Memorandum of Understanding with Colorado State University (CSU) Extension (Manager/Attorney). **Approved as presented; and**
- C. Approval of a Resolution increasing the Salary of the District Attorney in the Colorado Fifth Judicial District Attorney's Office. **Approved Resolution 2020-87 as presented; and**
- D. Ratification of actions taken Regarding the COVID-19 Pandemic at an Emergency Special Meeting on December 10, 2020. **Approved Resolution 2020-88 as presented; and**

MOTION: A motion was made by Commissioner Lawrence and seconded by Commissioner Davidson to approve the Consent Agenda, items A-D and Resolutions 2020-87 and 2020-88 as referenced above.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VII. PUBLIC HEARING

- A. Certification of Mill Levies for the Towns and Special Districts of Summit County for Fiscal Year 2020, for collection in 2021 (Treasurer).

Ryne Scholl reviewed the Certification of Levies and Revenue Report and summarized the role of the Treasurer in the collection of taxes.

Commissioner Stiegelmeier opened and closed the hearing with no public comment.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Certification of Mill Levies for the Towns and Special Districts of Summit County for Fiscal Year 2020, for collection in 2021 (Treasurer).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VIII. ADJOURNMENT

The meeting was adjourned to a Joint Summit County Board of Health/Board of County Commissioners Emergency Work Session at 11:24 a.m.

Respectfully submitted,

Approved by:

Lori Dwyer, Deputy Clerk

Karn Stiegelmeier, Chair

NOTE: These minutes are a summary of the proceedings and motions of the December 16, 2020 Board of County Commissioners' Special Meeting. The complete digital recording is available in the Office of the County Manager, Summit County Courthouse, 3rd Floor, 208 Lincoln Avenue, Breckenridge, Colorado 80424.



HUMAN RESOURCES DEPARTMENT

970.453.3517 ph | 970.453.3453 f
www.SummitCountyCO.gov

208 East Lincoln Ave. | PO Box 68
Breckenridge, CO 80424

Guideline: Healthy Families and Workplaces Act (HFWA)

Effective: January 1, 2021. This guideline will expire four weeks after the suspension of the public health emergency.

Purpose of the Healthy Families and Workplaces Act (HFWA): Effective January 1, 2021, Summit County Government will provide eligible employees with up to 80 hours of paid emergency sick leave if employees are unable to work (or telework) due to COVID-19 related qualifying reasons in compliance with the Colorado Healthy Families and Workplaces Act. Part-time, seasonal, and temporary employees are entitled to prorated paid emergency sick leave based on the number of hours the employee works, on average, over a two-week period.

Scope: This policy applies to all Summit County Government employees.

1. Eligibility

1.1. All County employees.

2. COVID-19 Emergency Paid Sick Leave qualifying reasons:

2.1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.

2.2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

2.3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

2.4. The employee is caring for an individual who is subject to either number 2.1 or 2.2 above.

2.5. The employee is caring for a child whose school or place of care has been closed, or unavailable, due to COVID-19 precautions.

3. COVID-19 Emergency Paid Sick Leave pay

3.1. Employees meeting at least one of the qualifying reasons are eligible for up to 80 hours of paid sick leave paid by the employer.

3.1.1. Part-time, seasonal, and temporary employees are entitled to prorated paid emergency sick leave based on the number of hours the employee works, on average, over a two-week period.

3.2. COVID-19 emergency sick leave pay is paid at the employee's regular base rate of pay.

4. Notification requirements

4.1. Employee must notify their supervisor immediately if the employee needs to utilize the COVID-19 emergency sick leave paid time off.

4.2. Supervisor is responsible for ensuring the requested COVID-19 emergency sick leave meets at least one of the COVID-19 Emergency Paid Sick Leave qualifying reasons outlined in Sect. 2 of this guideline.

4.3. Employee (or designated Supervisor) is responsible for entering COVID-19 emergency sick leave into Munis employee self-service (ESS) portal no later than the applicable pay period deadline.

4.4. Misuse of COVID-19 emergency sick leave will not be tolerated.

5. Supporting documentation

5.1. Human Resources reserves the right to require documentation from a health care provider.

6. Frequency of Leave

6.1. An employee may use the supplemental sick leave until four weeks after the suspension of the public health emergency.

7. ESS Time Entry

7.1. When using COVID-19 emergency sick leave for any qualifying reasons, employees must enter the sick time into Munis ESS under COVID EE SICK.

7.2. Emergency sick leave will be capped at 80 hours for full-time employees and pro-rated for part-time employees. Please contact Human Resources if you need help calculating pro-ration.

8. Return to work

8.1. Employees are required to communicate with their supervisor **before** the employee is permitted to return to work.

8.1.1. Employees may not return to work until the employee is fever free without the use of fever reducing medications for 24 hours.

8.1.2. As applicable, employees may not return to work until they have satisfied any quarantine or isolation orders or direction from a health care provider.

Guideline: Paid Time Off Accounts

Effective: 1/1/2011

Revised: 1/1/2012
1/24/2012
1/01/2021

Purpose: To provide definitions for paid time off accounts and their appropriate use.

Scope: The paid time off guideline applies to all Summit County Government employees.

Guideline:

1. Paid Time Off

1.1 Paid time off includes holiday, vacation, sick, and compensatory time off.

1.2 Accrued paid time off (vacation, sick and compensatory time off), may be used to make up for hours missed during the regularly scheduled workweek. Accrued paid time off may not be used to exceed the employees regularly scheduled hours in any one-week period, except as described below in 1.2.1.

1.2.1 Sick time in combination with regular hours worked may be used to exceed the employees regularly scheduled hours in a workweek period if all of the following conditions are met:

1.2.1.1 an employee misses a regularly scheduled day;

1.2.1.2 uses sick pay for that day;

1.2.1.3 they are called in to work hours in addition to their normal schedule during that same workweek period

1.3 For the purposes of calculating overtime, only hours actually worked are calculated.

2. Holiday

2.1 Currently all regular full-time and regular part-time employees are eligible for the full holiday calendar as approved by the Board of County Commissioners.

2.2 Holiday pay on each county observed holiday is limited to eight (8) hours for full time employees. Part time employees' holiday hours are prorated based on their basic work schedule as recorded within Human Resources.

2.3 Priority holidays are those holidays where County offices are closed. For departments that cannot close and for non-exempt employees of those departments, it is at department discretion to pay both hours worked during the work period and holiday time or have the employee bank the holiday for later use as time off. It is strongly encouraged that the time off option be used whenever practicable.

- 2.3.1** Exempt employee schedules typically provide adequate flexibility to manage their Priority holiday banks and ensure their balances remain below the cap so they can bank holidays or take the observed holiday off. The pay out of holiday hours where it exceeds the employee's regular salary may be approved by the employee's supervising Elected Official, County Manager, or Assistant County Manager. Consideration for such approval should include whether circumstances that were unanticipated or unavoidable prevented taking the holiday off within the work period.
- 2.4** Non-priority holidays are those holidays where County offices remain open. Departments are encouraged to schedule the minimum number of personnel to keep the office open and are expected to rotate which employees take the observed holiday date off and those employees that bank the holiday for use as time off in the future. For non-exempt employees it is at department discretion to pay both hours worked during the work period and the holiday time. It is strongly encouraged that the time off option be used whenever practicable.

 - 2.4.1** Exempt employee schedules typically provide adequate flexibility to manage their Non-priority holiday banks and ensure their balances remain below the cap so they can bank holidays or take the observed holiday off. The pay out of holiday hours where it exceeds the employee's regular salary may be approved by the employee's supervising Elected Official, County Manager, or Assistant County Manager. Consideration for such approval should include whether circumstances that were unanticipated or unavoidable prevented taking the holiday off within the work period.
- 2.5** Both Priority and Non-priority holidays may be retained from year to year and will be paid out at separation.
- 2.6** Accrual of Priority and Non-Priority holiday hours is limited to a maximum of 80 hours.
- 2.7** To receive holiday pay the eligible employee must be at work on the workdays preceding and following the holiday or have an authorized absence. A 48 hour minimum notice for the absence may be enforced by a supervisor when a pattern of abuse has been cited, for example an employee has called in sick immediately prior to or immediately following at least two (2) holidays.
- 2.8** Employees may not use paid time off, civil service leave and/or emergency leave in lieu of holiday pay should they not work on either a priority or non-priority holiday regardless of whether they were scheduled or not scheduled to work that holiday. In this event the employee will be paid holiday pay.

 - 2.8.1** Other than during the Short Term Disability waiting period, employees on all other paid or unpaid leaves not mentioned in 2.9 on the date of a holiday are ineligible for holiday pay.
- 2.9** In the event an employee misses a regularly scheduled day in a week in which a priority or non-priority holiday falls on a day in their normal work schedule, and they did not work the holiday. The employee will first be paid holiday pay then authorized paid time off, civil service leave and/or emergency leave may be used

to supplement up to the employees regularly scheduled hours total including the holiday hours.

2.10 In the event an employee misses a regularly scheduled day in a week in which a priority or non-priority holiday fall on a day outside their normal work schedule the employee may utilize authorized paid time off, civil service leave and/or emergency leave later in that week. This may result in the payment of both holiday pay and the paid time off, civil service leave and/or emergency leave. The decision to bank or pay the holiday is at department discretion.

2.10.1 As stated in number 1.2 of this guideline paid time off may not be used to exceed the employees regularly scheduled hours in any one-week period. Payment of civil service leave and emergency leave will be treated in the same manner. In this case the holiday hours are not counted towards the employees regularly scheduled hours total.

2.11 If an employee works on either a priority or non-priority holiday they may utilize authorized paid time off, civil service leave and/or emergency leave later in that week. This may result in the payment of both holiday pay and the paid time off, civil service leave and/or emergency leave. The decision to bank or pay the holiday is at department discretion.

2.11.1 As stated in number 1.2 of this guideline paid time off may not be used to exceed the employees regularly scheduled hours in any one-week period. Payment of civil service leave and emergency leave will be treated in the same manner. In this case the holiday hours are not counted towards the employees regularly scheduled hours total.

3. Vacation

3.1 All regular full-time and regular part-time employees are eligible for vacation accrued as follows:

<u>Years of service</u>	<u>Bi-weekly accrual/annual accrual</u>	<u>Max accrual</u>
0 – 3 yrs	3.08 hours/80 hours	120 hours
3 – 5 yrs	4.62 hours/120 hours	160 hours
5 – 6 yrs	4.92 hours/128 hours	168 hours
6 – 7 yrs	5.23 hours/136 hours	176 hours
7 – 8 yrs	5.54 hours/144 hours	184 hours
8 – 9 yrs	5.85 hours/152 hours	192 hours
9 or more	6.16 hours/160 hours	200 hours

3.2 Regular part time accruals are pro-rated based on their basic work schedule as recorded within Human Resources.

3.3 Once an employee reaches the maximum accrual, they must take vacation time off prior to any additional hours accruing. The County Manager may authorize the accrual of additional hours in cases of extreme hardship, i.e. significant departmental staffing shortages that do not allow time off. In these cases a plan must be prepared by the employee detailing how they will take time off over the next 3 months to return to an accrual level at or below the maximum.

3.4 Vacation time off requires the pre-approval of the department official or their designee. Employees should provide 2 weeks notice when practicable. Factors

that will be considered include other vacation or time off requests and the departmental workload; requests will be granted whenever practicable.

- 3.5 Vacation will not be paid out in excess of hours accrued.
 - 3.6 Employees on probationary status are not eligible for paid vacation leave nor are they paid for hours accrued at separation. Current employees that have moved into a new position within the county are not subject to this vacation limitation.
 - 3.7 Employees not in probationary status will be paid for any vacation balance at the time of separation.
4. Sick
- 4.1 All employees accrue sick time on a per pay period basis. Regular full-time employees accrue at a rate of 3.69 hours per pay period. Regular part-time, Seasonal, Part Time Non Benefited, and Temporary employees accrue prorated based on their basic work schedule as recorded within Human Resources.
 - 4.1.1 Seasonal, PartTime Non Benefited, and Temporary sick leave banks have a maximum accrual of 48 hours per calendar year. Active employee's remaining sick leave banks for active employees will roll over on January 1st of each year. Maximum roll over of 48 hours, maximum sick leave accrual is 48 hours per calendar year.
 - 4.1.2 Seasonal, Part-Time Non Benefited, and Temporary rehired within six months will have previously available sick leave banks reinstated. Maximum sick leave accrual is 48 hours per calendar year.
 - 4.2 Sick time will not be paid out in excess of hours accrued.
 - 4.3 Sick time is considered a form of insurance. It protects an employee by providing pay when an employee is absent due to illness or injury.
 - 4.4 Sick leave may be used in the following situations:
 - 4.4.1 As a result of the employee being incapacitated by a non-work related illness or injury.
 - 4.4.2 For non-work related medical, dental or optical examinations or treatment for the employee or that the employee must attend for any immediate family member reliant upon the employee for principal economic support.
 - 4.4.3 To seeks medical attention, victim services, mental health services, or legal services as a result of domestic abuse, sexual harassment, or harassment.
 - 4.4.4 If a public official has ordered school or business closures due to a public health emergency.
 - 4.4.5 Sick leave may be used in conjunction with an approved Family and Medical Leave Act (FMLA) family leave, in which the employee is caring for an eligible family member who has a serious health condition, for the duration of that FMLA leave.

- 4.4.6 Up to one month of sick leave may be used in conjunction with an approved Family and Medical Leave Act (FMLA) paternity leave.
- 4.4.7 A department official may send an employee home when they reasonably believe the employee's sickness is of danger to themselves, coworkers or the public.
- 4.4.8 Paid sick leave may be used during the short-term disability waiting period or partial pay period for a non-work related illness or injury.
- 4.4.9 Employees may also use up to seven (7) days of sick leave in addition to the three (3) days of emergency leave as bereavement leave following the loss of an immediate family member (as defined in Section X 5.5.2 – LOA – Emergency Leave).
- 4.5 Employees unable to attend work due to sudden illness or injury and requesting sick time must notify their direct supervisor within thirty (30) minutes of their scheduled start time or sooner if possible. If the employee is unable due to medical or other emergency condition to so report, the employee or a family member shall contact the employer as soon as possible.
- 4.6 Misuse of sick leave will not be tolerated.
- 4.7 Employees missing five consecutive days of work due to illness or injury are required to provide a physician's note indicating that they are fit to return to work prior to returning to work.
- 4.8 For absences from work greater than five (5) work days due to non-work related illness or injury, employees shall review the Short-term disability and FMLA policies and notify Human Resources regarding their extended absence to ensure the necessary Short-term Disability and FMLA application materials are forwarded to the employee.
- 4.9 For extended absences from work that are expected to last at least fourteen (14) calendar days qualified employees shall apply for Short-term Disability. Use of sick leave for these extended absences will only be allowed during the Short-term Disability waiting period and as a supplement to Short-term Disability payments.
- 4.10 Per Section V 14.1, 14.2 and 14.3 – Short-term Disability Frequency, there are limitations on eligibility for multiple Short-term Disability events. Should an employee experience what would otherwise have been an additional unrelated qualifying disability, they may utilize their accrued sick time for up to six (6) consecutive months. In these situations the employee will be required to complete the Short-term disability application and any supplemental requests for physician updates to confirm their inability to return to work. An employee that fails to return to work for any reason upon reaching the maximum six (6) consecutive month duration will be terminated. They may be eligible for Long-term Disability coverage at that time.
- 4.11 Sick leave balances will be forfeited at separation from Summit County government.

5. Well Time Off

- 5.1 All regular full time and regular part time employees using ten (10) hours or less

sick time in the period January 1 – June 30 and/or in the period July 1 – December 31 may use eight (8) hours of sick leave as well time off.

5.1.1 For regular part time employees this benefit will be prorated based on the employees basic work schedule as recorded within Human Resources. An employee working 20 hours per week would qualify for four (4) hours of sick leave as well time off if they use 5 or less hours of sick time during the periods indicated in 5.1.

5.2 Those employees with 400 or more hours of sick time as of 5/1/2002 and on January 1 of subsequent years will be eligible to use 16 hours of sick leave as well time off.

5.2.1 For regular part time employees this benefit will be prorated based the employees basic work schedule as recorded within Human Resources. An employee working 20 hours per week with 200 or more hours of sick time on the dates indicated above would be eligible for 8 hours of sick leave as well time off.

5.2.2 Use of these hours must occur within the calendar year earned or they will be forfeited.

5.3 Well time off requires pre-approval and may be used in conjunction with vacation, holiday or compensatory time off.

6. Compensatory time off

6.1 Non-exempt employees are eligible for compensatory time off at 1-1 ½ times the hours worked in lieu of paid overtime when working over forty (40) hours in a week or eighty (80) hours in a two-week work period for the 207(k) eligible employees of the Sheriff’s Office.

6.2 Employees must pre-approve all time off with their supervisor.

6.3 Hours will be accrued for non-exempt employees at 1-1 ½ times, they will be paid out at straight time when used as time off. For example an employee works 45 hours in a week, 7.5 hours are deposited into that employees comp time off bank. Two (2) weeks later the employee takes a half-day off; 4 hours are withdrawn from the comp time off bank.

6.4 Federal law states that non-exempt employees are limited to a maximum accrual of 240 hours of compensatory time off. Federal law also states that Sheriff’s Office 207(k) eligible employees are limited to a maximum accrual of 480 hours of compensatory time off. Once these levels are reached the employee must be paid at 1-½ times for any additional overtime. Summit County Government has imposed more strict limits for the accrual of compensatory time off.

<u>Effective Date</u>	<u>Sheriff’s Office Cap</u>	<u>All Other Non-exempt staff Cap</u>
1/1/09	80 hours	80 hours

- 6.5** Unless directed otherwise by the department official, all departments will provide employees with compensatory time off rather than paid overtime, up to the maximum total of compensatory time allowable.

Guideline: Paid Time Off Accounts

Effective: 1/1/2011

Revised: 1/1/2012
1/24/2012
1/01/2021

Purpose: To provide definitions for paid time off accounts and their appropriate use.

Scope: The paid time off guideline applies to all Summit County Government employees.

Guideline:

1. Paid Time Off

1.1 Paid time off includes holiday, vacation, sick, and compensatory time off.

1.2 Accrued paid time off (vacation, sick and compensatory time off), may be used to make up for hours missed during the regularly scheduled workweek. Accrued paid time off may not be used to exceed the employees regularly scheduled hours in any one-week period, except as described below in 1.2.1.

1.2.1 Sick time in combination with regular hours worked may be used to exceed the employees regularly scheduled hours in a workweek period if all of the following conditions are met:

1.2.1.1 an employee misses a regularly scheduled day;

1.2.1.2 uses sick pay for that day;

1.2.1.3 they are called in to work hours in addition to their normal schedule during that same workweek period

1.3 For the purposes of calculating overtime, only hours actually worked are calculated.

2. Holiday

2.1 Currently all regular full-time and regular part-time employees are eligible for the full holiday calendar as approved by the Board of County Commissioners.

2.2 Holiday pay on each county observed holiday is limited to eight (8) hours for full time employees. Part time employees' holiday hours are prorated based on their basic work schedule as recorded within Human Resources.

2.3 Priority holidays are those holidays where County offices are closed. For departments that cannot close and for non-exempt employees of those departments, it is at department discretion to pay both hours worked during the work period and holiday time or have the employee bank the holiday for later use as time off. It is strongly encouraged that the time off option be used whenever practicable.

- 2.3.1** Exempt employee schedules typically provide adequate flexibility to manage their Priority holiday banks and ensure their balances remain below the cap so they can bank holidays or take the observed holiday off. The pay out of holiday hours where it exceeds the employee's regular salary may be approved by the employee's supervising Elected Official, County Manager, or Assistant County Manager. Consideration for such approval should include whether circumstances that were unanticipated or unavoidable prevented taking the holiday off within the work period.
- 2.4** Non-priority holidays are those holidays where County offices remain open. Departments are encouraged to schedule the minimum number of personnel to keep the office open and are expected to rotate which employees take the observed holiday date off and those employees that bank the holiday for use as time off in the future. For non-exempt employees it is at department discretion to pay both hours worked during the work period and the holiday time. It is strongly encouraged that the time off option be used whenever practicable.

 - 2.4.1** Exempt employee schedules typically provide adequate flexibility to manage their Non-priority holiday banks and ensure their balances remain below the cap so they can bank holidays or take the observed holiday off. The pay out of holiday hours where it exceeds the employee's regular salary may be approved by the employee's supervising Elected Official, County Manager, or Assistant County Manager. Consideration for such approval should include whether circumstances that were unanticipated or unavoidable prevented taking the holiday off within the work period.
- 2.5** Both Priority and Non-priority holidays may be retained from year to year and will be paid out at separation.
- 2.6** Accrual of Priority and Non- Priority holiday hours is limited to a maximum of 80 hours.
- 2.7** To receive holiday pay the eligible employee must be at work on the workdays preceding and following the holiday or have an authorized absence. A 48 hour minimum notice for the absence may be enforced by a supervisor when a pattern of abuse has been cited, for example an employee has called in sick immediately prior to or immediately following at least two (2) holidays.
- 2.8** Employees may not use paid time off, civil service leave and/or emergency leave in lieu of holiday pay should they not work on either a priority or non-priority holiday regardless of whether they were scheduled or not scheduled to work that holiday. In this event the employee will be paid holiday pay.

 - 2.8.1** Other than during the Short Term Disability waiting period, employees on all other paid or unpaid leaves not mentioned in 2.9 on the date of a holiday are ineligible for holiday pay.
- 2.9** In the event an employee misses a regularly scheduled day in a week in which a priority or non-priority holiday falls on a day in their normal work schedule, and they did not work the holiday. The employee will first be paid holiday pay then authorized paid time off, civil service leave and/or emergency leave may be used

to supplement up to the employees regularly scheduled hours total including the holiday hours.

2.10 In the event an employee misses a regularly scheduled day in a week in which a priority or non-priority holiday fall on a day outside their normal work schedule the employee may utilize authorized paid time off, civil service leave and/or emergency leave later in that week. This may result in the payment of both holiday pay and the paid time off, civil service leave and/or emergency leave. The decision to bank or pay the holiday is at department discretion.

2.10.1 As stated in number 1.2 of this guideline paid time off may not be used to exceed the employees regularly scheduled hours in any one-week period. Payment of civil service leave and emergency leave will be treated in the same manner. In this case the holiday hours are not counted towards the employees regularly scheduled hours total.

2.11 If an employee works on either a priority or non-priority holiday they may utilize authorized paid time off, civil service leave and/or emergency leave later in that week. This may result in the payment of both holiday pay and the paid time off, civil service leave and/or emergency leave. The decision to bank or pay the holiday is at department discretion.

2.11.1 As stated in number 1.2 of this guideline paid time off may not be used to exceed the employees regularly scheduled hours in any one-week period. Payment of civil service leave and emergency leave will be treated in the same manner. In this case the holiday hours are not counted towards the employees regularly scheduled hours total.

3. Vacation

3.1 All regular full-time and regular part-time employees are eligible for vacation accrued as follows:

<u>Years of service</u>	<u>Bi-weekly accrual/annual accrual</u>	<u>Max accrual</u>
0 – 3 yrs	3.08 hours/80 hours	120 hours
3 – 5 yrs	4.62 hours/120 hours	160 hours
5 – 6 yrs	4.92 hours/128 hours	168 hours
6 – 7 yrs	5.23 hours/136 hours	176 hours
7 – 8 yrs	5.54 hours/144 hours	184 hours
8 – 9 yrs	5.85 hours/152 hours	192 hours
9 or more	6.16 hours/160 hours	200 hours

3.2 Regular part time accruals are pro-rated based on their basic work schedule as recorded within Human Resources.

3.3 Once an employee reaches the maximum accrual, they must take vacation time off prior to any additional hours accruing. The County Manager may authorize the accrual of additional hours in cases of extreme hardship, i.e. significant departmental staffing shortages that do not allow time off. In these cases a plan must be prepared by the employee detailing how they will take time off over the next 3 months to return to an accrual level at or below the maximum.

3.4 Vacation time off requires the pre-approval of the department official or their designee. Employees should provide 2 weeks notice when practicable. Factors

that will be considered include other vacation or time off requests and the departmental workload; requests will be granted whenever practicable.

- 3.5 Vacation will not be paid out in excess of hours accrued.
 - 3.6 Employees on probationary status are not eligible for paid vacation leave nor are they paid for hours accrued at separation. Current employees that have moved into a new position within the county are not subject to this vacation limitation.
 - 3.7 Employees not in probationary status will be paid for any vacation balance at the time of separation.
4. Sick
- 4.1 All employees accrue sick time on a per pay period basis. Regular full-time employees accrue at a rate of 3.69 hours per pay period. Regular part-time, Seasonal, Part Time Non Benefited, and Temporary employees accrue prorated based on their basic work schedule as recorded within Human Resources.
 - 4.1.1 Seasonal, Part Time Non Benefited, and Temporary sick leave banks have a maximum accrual of 48 hours per calendar year. Active employee's Remaining sick leave banks for active employees will roll over on January 1st of each year. Maximum roll over of 48 hours, maximum sick leave accrual is 48 hours per calendar year.
 - 4.1.2 Seasonal, Part Time Non Benefited, and Temporary rehired within six months will have previously available sick leave banks reinstated. Maximum sick leave accrual is 48 hours per calendar year.
 - 4.2 Sick time will not be paid out in excess of hours accrued.
 - 4.3 Sick time is considered a form of insurance. It protects an employee by providing pay when an employee is absent due to illness or injury.
 - 4.4 Sick leave may be used in the following situations:
 - 4.4.1 As a result of the employee being incapacitated by a non-work related illness or injury.
 - 4.4.2 For non-work related medical, dental or optical examinations or treatment for the employee or that the employee must attend for any immediate family member reliant upon the employee for principal economic support.
 - 4.4.3 To seeks medical attention, victim services, mental health services, or legal services as a result of domestic abuse, sexual harassment, or harassment.
 - 4.4.4 If a public official has ordered school or business closures due to a public health emergency.
 - 4.4.5 Sick leave may be used in conjunction with an approved Family and Medical Leave Act (FMLA) family leave, in which the employee is caring for an eligible family member who has a serious health condition, for the duration of that FMLA leave.

- 4.4.6 Up to one month of sick leave may be used in conjunction with an approved Family and Medical Leave Act (FMLA) paternity leave.
- 4.4.7 A department official may send an employee home when they reasonably believe the employee's sickness is of danger to themselves, coworkers or the public.
- 4.4.8 Paid sick leave may be used during the short-term disability waiting period or partial pay period for a non-work related illness or injury.
- 4.4.9 Employees may also use up to seven (7) days of sick leave in addition to the three (3) days of emergency leave as bereavement leave following the loss of an immediate family member (as defined in Section X 5.5.2 – LOA – Emergency Leave).
- 4.5 Employees unable to attend work due to sudden illness or injury and requesting sick time must notify their direct supervisor within thirty (30) minutes of their scheduled start time or sooner if possible. If the employee is unable due to medical or other emergency condition to so report, the employee or a family member shall contact the employer as soon as possible.
- 4.6 Misuse of sick leave will not be tolerated.
- 4.7 Employees missing five consecutive days of work due to illness or injury are required to provide a physician's note indicating that they are fit to return to work prior to returning to work.
- 4.8 For absences from work greater than five (5) work days due to non-work related illness or injury, employees shall review the Short-term disability and FMLA policies and notify Human Resources regarding their extended absence to ensure the necessary Short-term Disability and FMLA application materials are forwarded to the employee.
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