

2022

City of Glenwood Springs Summary of Benefits



Part-Time and Seasonal 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.

Employee
Assistance
Program

Sick Leave

Public Health
Emergency
Leave

Community
Center
Membership

ELIGIBILITY FOR BENEFITS

Part-time and seasonal employees are defined as employees who work 960 hours or less, year-round, and who are not otherwise eligible for full-time benefits. The benefits listed below may have different eligibility requirements as determined by the Plan Documents or the Employee Handbook.

EMPLOYEE ASSISTANCE PROGRAM

TRIAD is an Employee Assistance Program (EAP) that offers confidential and free counseling and referral services.

The first three sessions are free, and assistance is completely confidential. TRIAD does not release the employee's identifying information to us.

Employees may access their Employee Assistance Program through TRIAD EAP:

Login: www.triadeap.com

Username: CEBT

Password: eap

Phone: 970-242-9536 or TOLL FREE: 877-679-1100

SICK LEAVE

Seasonal and part-time employees begin to accrue sick leave upon employment. Please review the accrual schedule below.

Part-Time Accrual Schedule:

	Accrual Rate	Maximum Accrual
Seasonal and Part-Time Employees	1 hour per 30 hours worked	48 hours

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, 2022.

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 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.

COMMUNITY CENTER MEMBERSHIP



Employees may enjoy a free membership to the Glenwood Springs Community Center. This is a taxed benefit.

Part-time and seasonal employees are eligible for an individual pass for themselves. Dependents or household members do not qualify for memberships.

**Glenwood Springs Community Center
100 Wulfsohn Road
Glenwood Springs, CO 81601**

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.

BENEFITS QUESTIONS

For all other questions or concerns regarding your part-time and seasonal benefits, please contact Human Resources at hr@cogs.us. This is the fastest way to reach us. You can also contact us by phone (970) 384-6408 or (970) 6412. A member of our team will respond to your question as soon as possible.