City of Centennial

CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

ADMINISTRATIVE POLICY
No. 2012-AP-03

EMPLOYEE STATUS AND BENEFIT ELIGIBILITY POLICY

I. AUTHORITY:

Article 2 of Chapter 2 of the City's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative policies consistent with federal, state and local laws.

This Administrative Policy amends and replaces Administrative Policy No. 2010-AP-10.

II. PURPOSE OF POLICY:

The purpose of this Policy is to establish employee statuses for benefit eligibility.

III. SCOPE:

This Policy applies to all employees of the City of Centennial and Elected Officials. The City Manager is excluded from this Policy, unless otherwise provided by contract.

IV. POLICY:

A. Employee Statuses

1. Regular Full-Time Employee

A Regular Full-Time Employee is an employee who is budgeted to work 36 or more hours per week and is not assigned to a temporary status.

2. Regular Part-Time Employee

A Regular Part-Time Employee is an employee who is budgeted to work fewer than 36 hours per week and is not assigned to a temporary status.

3. Elected Official

An Elected Official is a duly elected official of the City of Centennial. Elected Officials include the Mayor and Members of City Council. Elected Officials do not include officials appointed by Council to serve on Boards and Commissions.

4. Temporary Employee

A Temporary Employee is an employee whose employment is scheduled for a specific duration or who holds a seasonal position. Temporary employees may work any number of hours. Employment beyond an initially stated duration does not in any way imply a change in employment status. Temporary employees retain their status unless and until notified of a change in writing by the City Manager or his/her designee.

5. Intern

An Intern is a Temporary Employee hired for educational/job training purposes.

B. City-Sponsored Benefits

City-sponsored benefits include:

1. *Group Insurance Benefits*: medical, dental, and vision insurance.
2. *Additional Insurance Benefits*: life insurance, short-term disability, long-term disability, and accidental death and dismemberment insurance.
3. *Retirement Benefits*: 457, Roth IRA, and college savings plan.
4. *Leave Benefits*: Paid Time Off (PTO), City holidays, jury duty, and bereavement leave.
5. *Social Security Replacement Plan*: 401(a) – all employees, regardless of status, are required to participate in the City's 401(a) Social Security Replacement Program.

City-sponsored benefits are subject to change. Employee contributions may be required as a condition of participation in certain sponsored benefits. The levels of employee contributions are subject to change.

C. Benefit Eligibility

1. Regular Full-Time Employees

Regular Full-Time Employees are eligible to participate in all City-sponsored benefits. Group Insurance Benefits are funded partially by the City. Regular Full-Time Employees are eligible to participate in these benefits at the full employer contribution rate established by the City. The City will contribute the full premium for Additional Insurance Benefits.

2. Regular Part-Time Employees

a. Regular Part-Time Working 30 to 35 Hours

Regular Part-Time Employees who are budgeted to work 30 to 35 hours per week are eligible to participate in all City-sponsored benefits. The City's

contribution toward Group Insurance Benefits that are partially funded by the City will be prorated to 75% of the employer premium. Leave Benefits will be prorated to 75% of the hours accrued by full-time employees. The City will contribute the full premium for Additional Insurance Benefits.

b. Regular Part-Time Working 20 to 29 Hours

Regular Part-Time Employees who are budgeted to work 20 to 29 hours per week are eligible to participate in all City-sponsored benefits. The City's contribution toward Group Insurance Benefits that are partially funded by the City will be prorated to 50% of the employer premium. Leave Benefits will be prorated to 50% of the hours accrued by full-time employees. The City will contribute the full premium for Additional Insurance Benefits.

c. Regular Part-Time Working Less Than 20 Hours

Regular Part-Time Employees who are budgeted to work less than 20 hours per week are not eligible to participate in City-sponsored benefits.

3. Elected Officials

Elected Officials are eligible to participate in the City's Medical, Dental, Vision, and retirement plans. Elected Officials shall contribute the full premium for Medical, Dental, and Vision Insurance. The City shall not contribute to the Medical, Dental, and/or Vision Insurance premiums of Elected Officials. Premiums shall be deducted from Elected Officials' City compensation. Elected Officials shall pay the City monthly for any premiums that cannot be deducted from their City compensation.

Elected Officials may only contribute to the 457 and Roth IRA retirement plans through a payroll deduction from their City compensation. Elected Officials may not combine retirement deductions with Medical, Dental, and/or Vision Insurance contributions in excess of their City compensation.

4. Temporary Employees

Temporary Employees are not eligible to participate in City-sponsored benefits.

5. Interns

Interns are not eligible to participate in City-sponsored benefits.

D. Change in Status

An employee's status may be changed at the City Manager's discretion. Any changes to an employee's status must be in writing and signed by the City Manager.

V. EFFECTIVE DATE:

This Policy shall be effective on January 1, 2013.

VI. APPROVAL:

John Danielson, City Manager — Date: 11/28/12

VII. RATIFICATION: **Resolution No.** 2012-R-77

Cathy A. Noon, Mayor — Date: 12/5/12

ATTEST:

City Clerk or Deputy City Clerk

CITY OF CENTENNIAL,
COLORADO

RESOLUTION NO. 2012-R-77

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO RATIFYING AN AMENDED ADMINISTRATIVE POLICY ESTABLISHING EMPLOYEE STATUS TO DETERMINE ELIGIBILITY FOR CITY-SPONSORED BENEFITS

WHEREAS, Section 2-2-130(b)(7) of the Centennial Municipal Code confers upon the City Manager the authority to promulgate administrative policies subject to ratification of such policies by the City Council; and

WHEREAS, pursuant to Resolution No. 2011-R-40, the City Council ratified Administrative Policy No. 2010-AP-10 Employee Status and Benefit Eligibility Policy; and

WHEREAS, pursuant to City Council Policy 2011-CCP-01 (First Revision), the City Manager has promulgated an amended administrative policy concerning employee status for purposes of determining employee eligibility for City-sponsored benefits; and

WHEREAS, the City Council desires to ratify that amended administrative policy in conformance with the procedure set forth in City Council Policy 2011-CCP-01 (First Revision).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Centennial, Colorado as follows:

Section 1. The City Council hereby ratifies the attached Administrative Policy No. 2012-AP-03 Employee Status and Benefit Eligibility Policy.

Section 2. **Effective Date.** This Resolution shall take effect upon its approval by the City Council.

ADOPTED by a vote of 9 in favor and 0 against this 3rd day of December, 2012.

By: Cathy A. Noon
Cathy A. Noon, Mayor

ATTEST:

By: Brenda J. Madison
City Clerk or Deputy City Clerk

Approved as to Form:

By: Tillie B. Buckenberger
For City Attorney's Office