

City of Westminster - 2019 Personnel Policies and Rules

Summary of Changes by Section

Effective March 1, 2019

THROUGHOUT THE POLICY:

Change: Administrative Officer to Department Head, Division Manager (pages 6 – 95)

I. DEFINITIONS

Change: added definition (page 8)

Collective Bargaining:

Collective bargaining is a process of negotiation between the employer and a group of employees aimed at agreements to regulate working conditions and salaries. The interests of the employees are commonly presented by representatives of a trade union to which the employees belong.

Change: definition clarification (page 11)

Good Standing:

Good standing is a designation that may be given to employees who leaves the City, and is also known as “eligible for re-hire”. An employee must turn in a written resignation or retirement notice two (2) weeks prior to leaving employment with the City to be eligible to be classified as leaving in “good standing”.

*Change: Remove Response Pay Definition (page 14)

VI. PAY PLAN

*Change: Remove Response Pay (page 24)

Change: Mileage Pay – clarification of City pool vehicles availability (page 25)

(X) Mileage Pay:

City pool vehicles are available for use by City employees on City business who do not have an assigned City vehicle for regular use. Employees should attempt to reserve and use a City pool vehicle or use their assigned City vehicle whenever possible.

Any employee driving a personal vehicle while on authorized City business shall receive compensation at the rate established by the City Manager upon filing the appropriate form with the Finance Department after approval of the employee's supervisor. The employee will provide, at no cost to the City, at least the statutory insurance coverage for the employee's vehicle. Those employees receiving a monthly car allowance are only eligible to receive mileage pay for travel outside of the Denver metropolitan area. The City's mileage reimbursement rate or monthly car allowance provides for the additional cost for insurance, as well as fuel and wear and tear that employees incur due to job related usage.

IX. WORK POLICIES AND LEAVE PROVISIONS

Change: Paid on-the-job injury leave clarification/addition (page 48)

(Y) Injury Leave and other Workers' Compensation Benefits:

All employees receiving fringe benefits shall be granted leave with pay in the event of an injury incurred on-the-job which renders them incapable of performing their normal duties unless it can be shown that said injury occurred as the result of the carelessness or negligence of the injured employee. Injury Leave shall be provided for a period not to exceed four hundred and eighty (480) hours per injury. Firefighting and emergency medical personnel who work an average of one hundred and twelve (112) hours in a two (2) week period are granted six hundred and seventy-two (672) hours of injury leave per injury. **Paid on-the-job Injury leave will not be provided when the injured employee has received compensation for the injury from any other benefit plan funded by the City.** Injury leave may terminate prior to the end of four hundred and eighty (480) / six hundred and seventy-two (672) hours if any of the following occurs:

XII. SEPARATIONS

Change: Estate of employee clarification (page 70)

(H) Death of Employee:

Upon the death of an employee, all accrued salary and General Leave will be paid at the established rate directly to the "Estate of employee" in care of spouse and mailed to the spouse. If there is no spouse then the payroll check will be in-care of and mailed to the primary beneficiary designated on the employee's major City-paid life insurance designation forms or as otherwise specified in writing by the employee. **Payroll checks are not made out to anyone other than the estate of the employee.**

Retirement and additional life insurance benefits, if applicable, will be paid to the beneficiary designated **by the employee.** Surviving spouse, civil union partner and children will be notified of COBRA benefits for medical and dental insurance if applicable.

XIII. EMPLOYEE HEALTH AND SAFETY

Change: Remove the office of Risk Management (page 71)

(A) Safety:

It is the responsibility of every employee to observe safe working practices at all times. Employees shall bring unsafe working conditions, practices, or procedures to the attention of their supervisor **or the office of Risk Management,** who shall correct safety hazards in a timely fashion. Violation of City, department, or other official safety standards is cause for disciplinary action.

Change: Added Policies on driving safety

(E) Use of City Vehicles: (page 73)

(F) Use of Personal Vehicle on City Business: (page 73)

(G) Distracted Driving: (page 74)

(H) Required Driver's Licenses: (page 74)

(I) Suspension, Revocation, Denial or Cancellation of Driver's License: (page 75)

(J) Driving Record Review: (page 76)

(K) Driving Under the Influence or Driving While Ability Impaired by Alcohol/Drugs: (page 77)