



CITY OF CAÑON CITY

Human Resources

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 Cañon City, CO 81215-1460
 (719) 269-9011

2023 BENEFITS SUMMARY

Benefit	Description																					
Paid Time Off (PTO)	<p>All regular full-time employees begin accruing PTO from day one of employment according to the chart below. Accrual for part-time employees is prorated (1/2 of the accrual rates in the chart below). Accrual for seasonal or temporary employees is 1 hour for every 30 hours worked with a 48-hour max accrual. Employees may begin using PTO accrual as it is accrued but may not use PTO in advance of accrual.</p> <table border="1" data-bbox="501 894 1479 1222"> <thead> <tr> <th>Years of Service</th> <th>PTO Accrued Per Pay Period</th> <th>Max Accrual</th> </tr> </thead> <tbody> <tr> <td>0 - 1 year</td> <td>4.92 hours</td> <td>144 hours</td> </tr> <tr> <td>1 - 4 years</td> <td>6.77 hours</td> <td>192 hours</td> </tr> <tr> <td>5 – 9 years</td> <td>7.69 hours</td> <td>240 hours</td> </tr> <tr> <td>10 – 14 years</td> <td>8.62 hours</td> <td>288 hours</td> </tr> <tr> <td>15 – 19 years</td> <td>9.54 hours</td> <td>336 hours</td> </tr> <tr> <td>20+ years</td> <td>10.46 hours</td> <td>384 hours</td> </tr> </tbody> </table>	Years of Service	PTO Accrued Per Pay Period	Max Accrual	0 - 1 year	4.92 hours	144 hours	1 - 4 years	6.77 hours	192 hours	5 – 9 years	7.69 hours	240 hours	10 – 14 years	8.62 hours	288 hours	15 – 19 years	9.54 hours	336 hours	20+ years	10.46 hours	384 hours
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Holidays	<p>The City observes the following holidays as paid days off:</p> <table border="1" data-bbox="501 1402 1419 1648"> <tbody> <tr> <td>New Year's Day</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Martin Luther King Day</td> <td>Day after Thanksgiving</td> </tr> <tr> <td>Memorial Day</td> <td>Christmas Eve</td> </tr> <tr> <td>Independence Day</td> <td>Christmas</td> </tr> <tr> <td>Labor Day</td> <td>New Year's Eve (1/2 day)</td> </tr> <tr> <td>Veteran's Day</td> <td></td> </tr> </tbody> </table> <p>Beginning with the first holiday following date of hire, regular full-time employees will receive eight (8) hours of holiday pay and regular part-time employees will receive four (4) hours of holiday pay. Temporary and seasonal employees are not entitled to holiday pay.</p>	New Year's Day	Thanksgiving Day	Martin Luther King Day	Day after Thanksgiving	Memorial Day	Christmas Eve	Independence Day	Christmas	Labor Day	New Year's Eve (1/2 day)	Veteran's Day										
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Health, Dental and Vision Insurance

The City offers group medical, dental and vision insurance provided by Meritain through the Aetna network for regular full-time employees (min. 30 hours per week) and dependents. Enrollment is required for all regular full-time employees.

Eligibility is determined as follows:

- An employee hired on or between the 1st and the 15th day of any month becomes eligible for coverage on the first day of the month following the date of employment.
- An employee hired on or after the 16th day of any month becomes eligible on the first day of the second month following thirty (30) days of continuous employment.

Bi-weekly Rates

	Plan A	Plan B
Employee Only	\$71.71	\$44.46
Employee + 1	\$152.28	\$94.41
Family	\$179.03	\$111.00

Flexible Spending Accounts

Eligible employees may enroll in flexible spending accounts (FSA) through payroll deduction with pre-tax dollars. The medical FSA account can be used to pay for eligible medical, dental, vision and prescription expenses that are not paid for by your insurance plan. A dependent care FSA that can be used for dependent care expenses is also available.

Employee Assistance Program (EAP)

Confidential counseling for benefit eligible employees and dependents.

Life Insurance

Administered through Mutual of Omaha, eligible employees receive \$150,000 in life insurance coverage, \$20,000 for eligible spouse and up to \$5,000 for eligible children. The eligibility date for life insurance coverage is the same as for health insurance.

Disability Plan

The City pays 100% of the premium for Short-Term Disability and Long-Term Disability Insurance for employees working at least 30 hours per week.

Retirement/Pension Plan

After six (6) months of continuous employment all regular full-time and regular part-time employees are required to participate in the City's pre-tax 401 plan. A matching rate of 4.9% of gross wages for both employer and employee is applied to the plan. There is a three-year vesting period.

Retirement 457 and Roth IRA plan

The first of the month following date of hire, eligible employees may contribute to a 457 or Roth IRA by way of pre-tax payroll deduction.

Other benefits

In addition to the above-mentioned benefits, the City offers the following to eligible employees:

- Voluntary life and AD&D insurance
- Tuition reimbursement program
- Aflac policies: accident, hospital, cancer, dental and vision coverage
- Ground and air ambulance insurance through MASA
- Royal Gorge Bridge annual pass
- Cell phone discounts
- Wellness benefit
- Uniform and boot allowance

Direct Deposit

All employees are required to enroll in direct deposit.