



**TOWN OF BRECKENRIDGE**  
**TRANSIT**

Town of Breckenridge – Transit Division - Equal Employment  
Opportunity (EEO) Program

FY2020

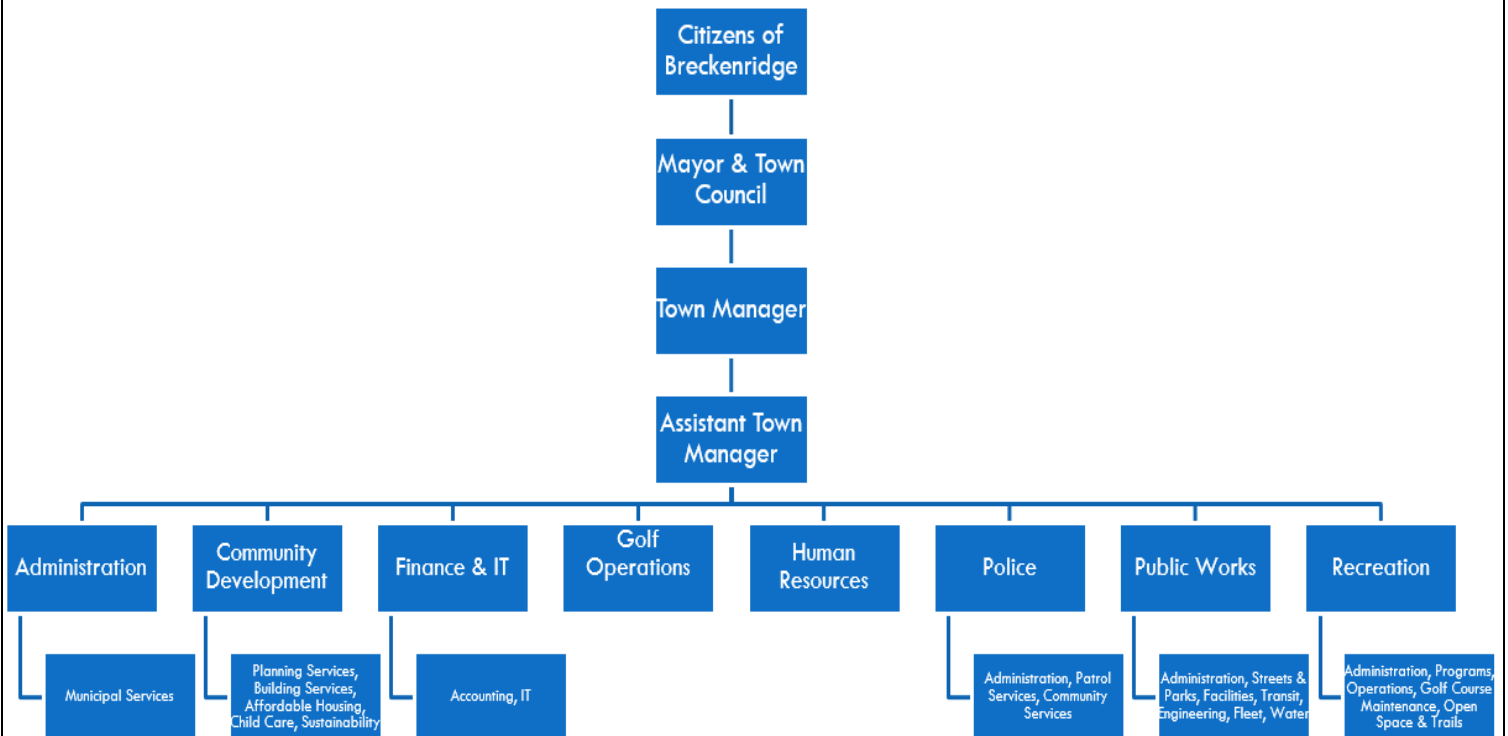
# Town History and Structure

The Town of Breckenridge is a historic resort community that was settled in 1859 as a gold and silver mining town.

Breckenridge is a community of 5.5 square miles with a permanent population of approximately 4,500 and swells to over 40,000 in the peak seasons. At 9,600 feet in elevation, Breckenridge enjoys a high-alpine climate.

The Town of Breckenridge is a Home Rule Municipality with a Council- Manager form of government. The Town’s legislative authority is vested in an elected seven member Town Council, which includes the Mayor. Town services are provided through various departments and divisions, including; Public Works, Law Enforcement, Finance, Administration, Human Resources, Recreation, Community Development, Engineering, Golf, and Parking and Transit.

The Town has its own transit agency called the Breckenridge Free Ride. The agency is located in the Public Works Department - Transit Division. The Breckenridge Free Ride operates 17.5 hours per day/365 days per year within the town limits of Breckenridge. This transit system supports many transit dependent low-income job access commuters with fixed route transit services. Transit is convenient and accessible to most areas in the Town. The service also mitigates traffic and congestion issues as a result of significant population increases in the winter months.



## I. Overview of EEO Program

As a recipient of funding from the Federal Transit Administration (FTA), the Town of Breckenridge Transit Division must comply with applicable Federal civil rights laws and regulations including Federal Transit Laws, 49 U.S.C. Chapter 53 as well as related guidance. This Equal Employment Opportunity (EEO) Program lays out the policies and procedures that ensure the Transit Division's compliance with several federal statutes and regulations that prohibit employment discrimination. This document has been prepared to fulfill the guidance and requirements laid out in FTA Circular 4704.1A ("Equal Employment Opportunity Requirements and Guidelines for Federal Transit Administration Recipients"). As an FTA recipient employing between 50-99 transit-related employees, the Transit Division is required to prepare and maintain an abbreviated EEO Program as provided in the FTA Circular.

The abbreviated EEO Program must include the following elements:

- State of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employment Practices
- Monitoring and Reporting Plan
- Required attachments

## II. EEO Policy Statement

FTA requires an agency's EEO Program to include an EEO policy statement issued by the agency's CEO covering all employment and personnel practices, including recruitment, hiring, promotions, terminations, transfers, layoffs, classification, compensation, training, benefits, and other terms and conditions of employment. The Transit Division is a division of a municipality within the Public Works Department. The Public Works Director serves as the Breckenridge Free Ride's CEO.



### EEO Policy Statement

The Breckenridge Free Ride has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Breckenridge Free Ride's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Breckenridge Free Ride is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Breckenridge Free Ride's CEO, I maintain overall responsibility and accountability for Breckenridge Free Ride's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Jennifer Pullen, Assistant Public Works Director as the Breckenridge Free Ride's EEO Officer. Jennifer Pullen will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Breckenridge Free Ride executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Breckenridge Free Ride's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Breckenridge Free Ride will evaluate its managers' and supervisors' performance on their successful implementation of Breckenridge Free Ride's policies and procedures, in the same way Breckenridge Free Ride assesses their performance regarding other agency's goals.

Breckenridge Free Ride is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

  
Signature

06 October 2020  
Date



## III. EEO Dissemination Plan

FTA requires grant recipients to publicize their EEO policy statement by posting it in conspicuous locations and disseminate the policy statement both internally and externally. The Transit Division recognizes the value of a diverse workforce and is committed to communicating its EEO policies and procedures to employees and prospective employees. To ensure EEO policies are effectively circulated, the Transit Division own has taken the following actions:

### Internal Dissemination

The Transit Division will communicate the existence of its EEO/Unlawful Harassment Policy, EEO Policy Statement and Transit Division EEO Program to employees, and applicants using the following measures:

- Providing written communication regarding the Town’s EEO-related policies and Transit Division EEO Program
- Posting EEO materials such as federal and state labor law posters and the EEO/Unlawful Harassment Policy and EEO Policy Statement in prominent locations at the Transit Operations Building and other highly frequented areas (e.g., time clocks, bulletin boards in the operator break rooms)
- Providing links to the Transit Division’s EEO policies, EEO Policy Statement and the Transit Division EEO Program from the Town of Breckenridge intranet site.
- Semiannual meetings between Human Resources and Transit Division staff to review implementation of the EEO Program
- Including dissemination and employee acknowledgement of the EEO-related policies in the employee onboarding process (i.e., new employee orientation)
- Conducting regular EEO and Unlawful harassment training for all employees every two years
- Meeting with employees and affinity groups to seek input on implementation of the EEO Program

As required by FTA, the Transit Division will maintain appropriate documentation demonstrating that the EEO policies and EEO Program have been brought to the attention of employees and manager (e.g., agendas and sign-in sheets for meetings in which EEO policies and implementation of the EEO Program are discussed).

### External Dissemination

The Transit Division’s EEO policies will be disseminated when outreach or advertising occurs to recruitment entities such as employment agencies, educational institutions, and minority and women’s organizations. All recruitment ads (including those placed in print or online via website or social media will state that the Transit Division is “an equal employment opportunity employer”.

## IV. Duties and Responsibilities

### **EEO Officer**

FTA requires funding recipients to designate an executive with a direct reporting relationship to the CEO as the EEO Officer for the agency. The Assistant Director of Public Works serves as the EEO Officer for the Breckenridge Transit Division. The Assistant Public Works Director reports directly to the Public Works Director. As required by FTA, the EEO Officer, in collaboration with Department of Human Resources staff and the Public Works Director will implement the following activities:

- Developing the EEO policy statement and written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency's non-discrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process to ensure that the actions of the Transit Division are not discriminatory in nature
- Periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations and grievance procedures
- Reporting at least semiannually to the Town Manager regarding progress in relation to the agency's goals and on contractor and vendor compliance
- Serving as liaison between the Transit Division and federal and state government, regulatory agencies, and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for employees and managers
- Advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of EEO policies to ensure compliance information is posted and up to date

### *Other Directors, Managers, and Supervisors*

Each member of management and supervision in the Transit Division is responsible within his/her area of responsibility for conducting activities in a manner, which will ensure compliance with the EEO policy. Furthermore, each is made to understand that his/her work performance in equal employment is being evaluated.

All supervisors and managers involved with Transit Division activities have a responsibility to participate in carrying out the EEO Program including by:

- Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed
- Assisting the EEO Officer in maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Cooperating with the EEO Officer in review of information and investigation of complaints
- Encouraging employee participation to support the advancement of the EEO Program (e.g., by providing professional development and career growth opportunities, posting promotional opportunities, or supporting shadowing or mentoring programs)
- Attend required EEO, ADA and Anti-Violence and Harassment training

## V. Assessment of Employment Practices

FTA requires a narrative in the EEO Program that describes and analyzes an agency's current recruitment and selection policies and procedures.

### *Recruitment*

Applicants for employment are considered and placed without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Transit Division displays equal employment opportunity notices in conspicuous places available to all employees and applicants for employment. Employment applications follow applicable federal laws.

Applications contain a brief EEO statement and provide an opportunity for applicants to report their race, gender, disability and veteran status. It is made clear that this information is voluntary and is used only for record keeping purposes. The questions are on a separate page from the rest of the electronic application. This page is not visible to the hiring manager or supervisor.

The recruitment of persons to fill vacancies will be accomplished without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Additionally:

- Review job descriptions and hiring standards so that they reflect major job functions and do not require qualifications that are higher than needed.

- Job openings are advertised in the local news, social media and other advertising venues.
- The latest job listings will be posted in such a manner that all employees and potential employees have equal access to this information.

### *Selection*

The Transit Division does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.

The Transit Division is dedicated to ensuring that all employment decisions are in accordance with this policy and the principles of equal employment opportunity including:

- Recruiting, hiring, training and promoting for all jobs without discrimination on any of the bases outlined above.
- Making placement decisions solely on an individual's qualifications for the positions being filled.
- Training personnel responsible for recruitment and selection on the use of objective, job-related standards and obtain a solid understanding of recruitment practices that yield pools of diverse candidates.
- Application Forms—application forms and pre-employment inquiries shall be conducted in a manner that is neutral and non-discriminatory. Traditional discriminatory barriers—except for bona fide requirements—shall be avoided and corrected when found.
- Interviews—interviews shall be conducted in an objective manner. It shall be the policy of Transit Division that the interviewer be qualified and sensitive to the goals and objectives of the Equal Employment Opportunity Policy and Plan. Our EEO Policy will be reviewed in all interviews with the applicant.
- Monitoring Process—All steps in the selection process shall be evaluated and monitored.

### *Compensation & Benefits*

FTA requires agencies to provide a description of wages, salary levels, and other forms of compensation and benefits policies and procedures. The Transit Division's wages, salary levels, and other forms of compensation shall be consistent with the Equal Pay Act of 1963, as amended, and administered in a non-discriminatory manner. The Equal Pay Act means equal pay for equal work. Compensation and benefit information is described in detail in the Town Pay Plan (Attachment A) and the Employee Benefit Guide (Attachment B) available for all employees. The Town's HR Department reviews its wage and salary structure to make sure

discrimination is not occurring with respect to compensation. Such reviews include:

- Review of job descriptions and actual job functions of jobs held by employees in protected classes, the length of service, and other factors affecting pay rates
- Review all benefits (e.g., retirement plans, medical and hospital plans) and conditions of employment to see that they are equally available to all eligible employees

### *Promotion*

Promotion will be proposed in accordance with applicable rules, on a nondiscriminatory basis. The procedure used in selecting persons for promotion will be evaluated periodically to ensure that they are realistic and relevant. Any employee who feels he or she has not been accorded fair and impractical treatment regarding employment will be offered an opportunity to discuss their concern.

### *Training*

The Transit Division encourages the professional development of employees through in-house programs, outside training and continued education. There are a myriad of resources available to employees requiring or desiring additional training. These trainings are available to employees at zero cost and the Transit Division maintains a training budget for other training opportunities.

- **Required Training:** The Town offers several classes that are required by law or Town policy to be attended by ALL employees on an annual or biannual basis. These include EEO/Unlawful Harassment and Preventing Violence in the Workplace, as well as specific supervisory training designed to ensure that supervisors are attending to Town protocol and its Values and Philosophies. Employees of the Transit Division must attend all required trainings.
- **Leadership/Supervisory Training:** The Town as a whole offers an excellent program for individuals who are interested in honing their supervisory skills or learning what is required of being a supervisory through BRECK University. This applies to all Transit Division employees.
- **Safety Training:** SAFETY FIRST. Safety is emphasized in all that we do. To enhance this culture, the Town has an unlimited number of web-based and on-site training opportunities to ensure that employees are aware of safety rules, regulations and behaviors. Transit Division employees are required to take the necessary safety training.

- **Health and Wellness:** In conjunction with our EAP and other local health providers, the Transit Division also encourages employees to participate in wellness classes.

### *Testing*

The Transit Division does not use written, formal, or scored tests in the employment selection process.

### *Disciplinary Procedures & Termination Process*

The standards that the Transit Division uses for determining when a person will be terminated, demoted, disciplined or other employment action are the same for all employees. Disciplinary actions (e.g., termination, demotion, discipline) will be administered consistently and equitably.

The Transit Division may impose any counseling or disciplinary action including involuntary termination, which, in its judgment, most effectively addresses and resolves the problem. The Transit Division does not have a system of progressive discipline and/or grievance process and may select any form of discipline determined to be appropriate under the circumstances. Any action taken at the discretion of management does not alter the employment-at-will relationship.

### *Termination and Discharge*

An employee may resign by presenting a written notice of resignation to the employees' supervisor. An employee may be dismissed for unsatisfactory performance of duties, for disciplinary reason and for other just causes (reduction in force or layoffs).

Generally, for the Transit Division the Public Works Director makes a recommendation to involuntarily separate an employee, when it is deemed necessary. The Assistant Town Manager, HR staff or the designee approves the recommendation, resulting in the involuntary separation or dismissal of any employee at any time consistent with the employee's at-will status.

There is no requirement for a hearing or appeal process in connection with an employee's involuntary separation from Transit Division employment. Individuals involuntarily separated are generally considered ineligible for rehire by the Transit Division.

## **VI. Monitoring and Reporting Plan**

The Transit Division has established an internal monitoring and reporting system to assess the results of any actions taken since the EEO Program submission, evaluate the EEO Program semi-annually to identify corrective actions needed to improve program implementation and outcomes, and document actions to implement the plan.

The Transit Division will maintain an “EEO Program Implementation Checklist” including all activities required to implement the components of this EEO Program. This checklist will clearly identify the parties responsible for fulfilling the range of EEO-related activities, as well as the intervals at which these activities will take place. This checklist will be reviewed at semi-annual meetings between Human Resources and Transit Division staff to ensure that required activities are being completed in a timely fashion and identify any additional actions or activities that need to be added to the implementation checklist to fulfill the Transit Division’s EEO responsibilities.

## Contractor/Sub-recipient Compliance

The Transit Division does not currently sub-contract out para-transit services. The Transit Division maintains an Intergovernmental Agreement with Summit County for para-transit services. If these circumstances change, the Transit Division will take appropriate measures to ensure that any contractor has an EEO Program.

## Union Contracts

The Transit Division does not have a bargaining unit or union representation.

## EEO Complaint Process

The Transit Division uses the Town’s complaint process and it is outlined in the Equal Employment Opportunity and Unlawful Harassment Policy (provided in Attachment C; see Page 3: “Complaint Procedures”). The policy and the associated procedures are posted prominently on the Town’s and Transit Division’s EEO webpage, and are provided to new employees as well as reissued to current employees at regular intervals.

The policy clearly identifies the process for filing both informal and formal complaints. Informal complaints may be made to any supervisor, manager, or the Human Resources Department. Formal complaints are to be directed in writing to the Human Resources Director for investigation and identification of corrective actions; however, the policy provides for complaints to be directed to other executive staff as appropriate to the situation. The steps to be followed in investigating complaints and identifying corrective actions are clearly delineated in the policy, along with provisions for an impartial investigator to be used in circumstances in which an actual or potential conflict of interest exists. EEO complaints are logged by the Human Resources Department. The log documents the name of the complainant, the basis of the complaint, the protected group, date of initial contact, date of resolution, the resolution reached, and the name of the investigator.

## Reporting

In order for the Transit Division staff to effectively monitor implementation of the EEO Program, regular meetings are scheduled among staff responsible for implementation activities. These include:

- Quarterly meetings between the EEO Officer, Agency CEO and the Town Manager
- Quarterly “HR Partners” meetings involving the EEO Officer and citywide human resources and hiring officials

- Regular staff meetings within the Transit Division during which EEO-related activities and issues will be discussed.

The Transit Division will maintain records documenting implementation of the EEO Program, including the following:

- Completed “EEO Program Implementation Checklist” for each year, covering EEO related activities overseen or coordinated by both the Human Resources Department and Transit Division
- Agendas and sign-in sheets for EEO-related trainings or meetings
- Outcomes from meetings related to EEO Program implementation conducted by the EEO Officer and other managers with EEO responsibilities
- Job postings and related advertisements



## Attachments

- A) 2020 Town Pay Plan
- B) 2020 Benefits Guide
- C) Town of Breckenridge EEO Policy





# 2020 PAY PLAN





## Town of Breckenridge-2020 REGULAR PAY PLAN

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
<b>50</b>			\$15.05	\$18.08	\$21.11	Hourly
			\$1,203.85	\$1,446.15	\$1,688.46	Bi-Weekly
			\$31,300.00	\$37,600.00	\$43,900.00	*If Annualized
	Aquatics-Lead	Non-Exempt				
	Ice Guest Service-Lead	Non-Exempt				
	Rec Guest Service-Lead	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
<b>55</b>			\$17.21	\$20.80	\$24.39	Hourly
			\$1,376.92	\$1,664.13	\$1,951.35	Bi-Weekly
			\$35,800.00	\$43,267.50	\$50,735.00	*If Annualized
	Administrative Specialist (MS)	Non-Exempt				
	Administrative Specialist (PW)	Non-Exempt				
	Administrative Specialist (Rec)	Non-Exempt				
	Recreation Supervisor	Non-Exempt				
	Water Operator D & Trainee	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
<b>60</b>			\$20.05	\$24.16	\$28.26	Hourly
			\$1,603.85	\$1,932.50	\$2,261.15	Bi-Weekly
			\$41,700.00	\$50,245.00	\$58,790.00	*If Annualized
	Accounts Payable Coordinator	Non-Exempt				
	Accounts Receivable Coordinator	Non-Exempt				
	Administrative Specialist (PD)	Non-Exempt				
	Community Service Officer	Non-Exempt				
	Fitness Coordinator	Exempt				
	Ice Operations Coordinator	Exempt				
	Ice Programs Coordinator	Exempt				
	Outdoor Recreation Coordinator	Exempt				
	Rec Guest Service Coordinator	Exempt				
	Recreation Marketing Coordinator	Exempt				
	Revenue Accounting Coordinator	Non-Exempt				
	Second Assistant Golf Course Superintendent	Exempt				
	Senior Parks Operator	Non-Exempt				
	Senior Streets Operator	Non-Exempt				
Senior Transit Operator	Non-Exempt					
Sports and Special Events Coordinator	Exempt					
Tennis Coordinator	Exempt					
Water Operator C	Non-Exempt					

## Town of Breckenridge-2020 REGULAR PAY PLAN

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type	
<b>65</b>			\$21.78	\$26.68	\$31.59	Hourly	
			\$1,742.31	\$2,134.62	\$2,526.92	Bi-Weekly	
			\$45,300.00	\$55,500.00	\$65,700.00	*If Annualized	
		Accommodations Compliance Administrator	Exempt				
		Administrative Services Coordinator (PW)	Exempt				
		Administrative Supervisor (Rec)	Exempt				
		Aquatics Coordinator	Exempt				
		Building Inspector I	Non-Exempt				
		Communication & Marketing Coordinator	Exempt				
		Child Care & Housing Administrator	Exempt				
		Construction Inspector	Non-Exempt				
		Deputy Municipal Clerk	Exempt				
		Executive Administrative Asst (Town Mgr)	Exempt				
		Facilities Operator	Non-Exempt				
		Fleet Mechanic	Non-Exempt				
		Golf Mechanic	Non-Exempt				
		Human Resources Analyst	Exempt				
		Human Resources Generalist I	Exempt				
		Municipal Court Administrator	Exempt				
		Open Space & Trails Coordinator	Exempt				
	Open Space & Trails Operations Supervisor	Non-Exempt					
	Permit Technician	Non-Exempt					
	Planner I	Exempt					
	Police Officer Trainee	Exempt					
	Water Operator B	Non-Exempt					
	Youth Coordinator	Exempt					
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type	
<b>70</b>			\$24.28	\$29.76	\$35.24	Hourly	
			\$1,942.31	\$2,380.77	\$2,819.23	Bi-Weekly	
			\$50,500.00	\$61,900.00	\$73,300.00	*If Annualized	
		Administrative Supervisor (CD)	Exempt				
		Administrative Supervisor (PD)	Exempt				
		Assistant Golf Course Superintendent	Exempt				
		Civil Engineer I	Exempt				
		Facilities Supervisor	Non-Exempt				
		Fleet Supervisor	Non-Exempt				
		GIS Analyst	Non-Exempt				
		Human Resources Generalist II	Exempt				
		Parks Supervisor	Non-Exempt				
		Planner II	Exempt				
		Streets Supervisor	Non-Exempt				
		Transit Supervisor	Non-Exempt				
	Water Operator A	Non-Exempt					

## Town of Breckenridge-2020 REGULAR PAY PLAN

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
<b>75</b>			\$26.06	\$32.60	\$39.13	Hourly
			\$2,084.62	\$2,607.69	\$3,130.77	Bi-Weekly
			\$54,200.00	\$67,800.00	\$81,400.00	*If Annualized
	Administrative Services Manager (PW)	Exempt				
	Administrative Services Manager (Rec)	Exempt				
	Building Inspector II	Non-Exempt				
	Building Plans Examiner/Inspector II	Non-Exempt				
	Facilities Assistant Manager	Exempt				
	IT Coordinator	Exempt				
	Parks Assistant Manager	Exempt				
	Payroll Administrator	Exempt				
	Police Officer I	Non-Exempt				
	Revenue Services Administrator	Exempt				
	Streets Assistant Manager	Exempt				
	Transit Assistant Manager	Exempt				
Water Assistant Manager	Exempt					
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
<b>80</b>			\$28.94	\$36.15	\$43.37	Hourly
			\$2,315.38	\$2,892.31	\$3,469.23	Bi-Weekly
			\$60,200.00	\$75,200.00	\$90,200.00	*If Annualized
	Civil Engineer II	Exempt				
	Golf Course Superintendent	Exempt				
	Human Resources Generalist III	Exempt				
	Planner III (Current Planning)	Exempt				
	Police Officer II	Non-Exempt				
Sustainability Coordinator	Exempt					
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
<b>85</b>			\$31.92	\$39.90	\$47.88	Hourly
			\$2,553.85	\$3,192.31	\$3,830.77	Bi-Weekly
			\$66,400.00	\$83,000.00	\$99,600.00	*If Annualized
	Accounting Services Manager	Exempt				
	Civil Engineer III	Exempt				
	Civil Engineer IV	Exempt				
	Facilities Manager	Exempt				
	Fleet Manager	Exempt				
	IT Manager	Exempt				
	Municipal Clerk	Exempt				
	Open Space & Trails Manager	Exempt				
	Recreation Manager - Operations	Exempt				
	Recreation Manager - Programs	Exempt				
	Sergeant	Non-Exempt				
	Senior Human Resources Generalist	Exempt				
Senior Planner	Exempt					
Streets & Parks Manager	Exempt					

## Town of Breckenridge-2020 REGULAR PAY PLAN

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
90			\$2,961.54	\$3,700.00	\$4,438.46	Bi-Weekly
			\$77,000.00	\$96,200.00	\$115,400.00	*If Annualized
	Chief Building Official	Exempt				
	Director of Golf Operations	Exempt				
	Planning Manager	Exempt				
	Mobility Innovation Manager	Exempt				
Water Manager	Exempt					
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
95			\$3,492.31	\$4,365.38	\$5,238.46	Bi-Weekly
			\$90,800.00	\$113,500.00	\$136,200.00	*If Annualized
	Assistant Chief of Police	Exempt				
	Assistant Director of Community Development	Exempt				
	Assistant Director of Public Works	Exempt				
	Assistant Director of Recreation	Exempt				
Town Engineer	Exempt					
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
100			\$3,873.08	\$4,842.31	\$5,811.54	Bi-Weekly
			\$100,700.00	\$125,900.00	\$151,100.00	*If Annualized
	Chief of Police	Exempt				
	Director of Community Development	Exempt				
	Director of Financial Services & IT	Exempt				
	Director of Human Resources	Exempt				
	Director of Public Works	Exempt				
Director of Recreation	Exempt					
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
105			\$4,253.85	\$5,423.08	\$6,592.31	Bi-Weekly
			\$110,600.00	\$141,000.00	\$171,400.00	*If Annualized
	Assistant Town Manager	Exempt				

The salary ranges above reflect general pay practices for Full Time / Regular positions. Positions that are Exempt are compensated on a biweekly basis. Positions that are Non-Exempt are compensated at an Hourly rate. Annualized amounts are rounded, and are shown only to approximate an employee working in a "full-time" status during a 12-month period might earn.

## Town of Breckenridge-2020 Part Time & Seasonal Pay Plan

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-1			\$12.00	\$13.25	\$14.50	Hourly
	No positions at the P-1 Level for 2020	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-1			\$12.00	\$13.25	\$14.50	Hourly
	Rec-Prog-Intern	Non-Exempt				Hourly
	Golf Ops-Outside Services	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-2			\$12.25	\$14.63	\$17.00	Hourly
	Rec-Ops-Guest Service Attend <i>Rec, Ice &amp; Tennis</i>	Non-Exempt				Hourly
	Rec-Prog-Youth Attendant	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-2			\$12.25	\$14.63	\$17.00	Hourly
	Rec-GCM-Greens Keeper	Non-Exempt				Hourly
	Rec-Prog-Youth Attendant	Non-Exempt				Hourly
	Golf Ops-Golf Attendant	Non-Exempt				Hourly
	Golf Ops-Lead Outside Services	Non-Exempt				Hourly
	Golf Ops-Player Assistant	Non-Exempt				Hourly
	PW-SP-Parks Maintenance Crew	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-3			\$12.50	\$16.25	\$20.00	Hourly
	Rec-GCM-Administrative Assistant	Non-Exempt				Hourly
	Rec-Ops-Lifeguard	Non-Exempt				Hourly
	Rec-Prog-Fitness Instructor (Non-Cert)	Non-Exempt				Hourly
	Rec-Prog-Ice-Hockey Official (Non-Cert)	Non-Exempt				Hourly
	Rec-Prog-Outdoor Rec Instructor	Non-Exempt				Hourly
	Rec-Prog-Sports & Events Instructor	Non-Exempt				Hourly
	Rec-Prog-Sports & Events Official	Non-Exempt				Hourly
	Rec-Prog-Youth-Therapeutic Aide	Non-Exempt				Hourly
CD-Admin-Assistant	Non-Exempt				Hourly	
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-3			\$12.50	\$16.25	\$20.00	Hourly
	Rec-GCM-Gardener	Non-Exempt				Hourly
	Rec-GCM-Lead Greens Keeper	Non-Exempt				Hourly
	Rec-Ops-Lifeguard	Non-Exempt				Hourly
	Rec-OST-Naturalist	Non-Exempt				Hourly
	Rec-OST-Nordic Instructor	Non-Exempt				Hourly
	Rec-Prog-Outdoor Rec Instructor	Non-Exempt				Hourly
	Rec-Prog-Sports & Events Instructor	Non-Exempt				Hourly
	Rec-Prog-Sports & Events Official	Non-Exempt				Hourly
	Rec-Prog-Youth-Therapeutic Aide	Non-Exempt				Hourly
Golf Ops-Admin Assistant	Non-Exempt				Hourly	
Golf Ops-Lead Golf Attendant/Asst Pro	Non-Exempt				Hourly	
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-4			\$14.50	\$17.75	\$21.00	Hourly
	Rec-Ops-Aquatics Instructor	Non-Exempt				Hourly
	Rec-Ops-Ice-Guest Service Lead	Non-Exempt				Hourly
	Rec-Ops-Ice-Technician	Non-Exempt				Hourly
	Rec-Ops-Rec-Guest Service Lead	Non-Exempt				Hourly
	Rec-Prog-Ice Lead	Non-Exempt				Hourly
	Rec-Prog-Sports & Events Lead	Non-Exempt				Hourly
Rec-Prog-Youth Lead	Non-Exempt				Hourly	
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-4			\$14.50	\$17.75	\$21.00	Hourly
	Rec-GCM-Snow Technician	Non-Exempt				Hourly
	Rec-GCM-Application Technician	Non-Exempt				Hourly
	Rec-GCM-Irrigation Technician	Non-Exempt				Hourly
	Rec-OST-Nordic Lead	Non-Exempt				Hourly
	Rec-Prog-Youth Lead	Non-Exempt				Hourly
	PW-SP-Parks Technician	Non-Exempt				Hourly
PW-SP-Streets Technician	Non-Exempt				Hourly	
PW-Water-Technician	Non-Exempt				Hourly	

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-5			\$17.00	\$21.25	\$25.50	Hourly
	Rec-Prog-Ice-Group Instructor	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-5			\$17.00	\$21.25	\$25.50	Hourly
	Rec-GCM-Lead Operator	Non-Exempt				Hourly
	Rec-OST-Technician	Non-Exempt				Hourly
	CD-Sustainability Intern	Non-Exempt				
	PW-Eng-Intern	Non-Exempt				Hourly
	PW-SP-Streets Operator	Non-Exempt				Hourly
	PW-Transit-Operator	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-6			\$19.00	\$24.75	\$30.50	Hourly
	Rec-Ops-Facility Supervisor	Non-Exempt				Hourly
	Rec-Ops-Tennis Instructor	Non-Exempt				Hourly
	Rec-OST-Lead	Non-Exempt				Hourly
	Golf Ops-1st Asst Golf Pro	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-6			\$19.00	\$24.75	\$30.50	Hourly
	Rec-OST-Nordic Supervisor	Non-Exempt				Hourly
	Rec-Prog-Outdoor Rec Instructor	Non-Exempt				Hourly
	Golf Ops-Golf Instructor I	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-7			\$20.50	\$26.25	\$32.00	Hourly
	Rec-Prog-Fitness Instructor (Cert)	Non-Exempt				Hourly
	Rec-Prog-Fitness-Personal Trainer (Cert)	Non-Exempt				Hourly
	Rec-Prog-Ice-Hockey Official (Cert)	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-7			\$20.50	\$26.25	\$32.00	Hourly
	Rec-Prog-Fitness Instructor (Cert)	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-8			\$30.00	\$55.00	\$80.00	Hourly
	Rec-Prog-Ice-FS Instructor (Private)	Non-Exempt				Hourly
	Rec-Prog-Ice-Hockey Instructor (Private)	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-8			\$30.00	\$55.00	\$80.00	Hourly
	Golf Ops-Golf Instructor II	Non-Exempt				Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
T-9						Hourly
	Temporary Positions	Non-Exempt	\$12.00		\$80.00	Hourly
	Temporary Positions	Exempt	\$960.00		\$6,400.00	Bi-Weekly

Note: Information above reflects general hiring ranges within departments for various Seasonal & PTYR positions. Individual positions may have general hiring and placement practices within these hiring ranges.



## Town of Breckenridge-2020 Part Time & Seasonal - Dept. Specific Practices

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-1	No positions at the P-1 Level for 2020	Non-Exempt	\$12.00	\$13.25	\$14.50	Hourly
						Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-1	Rec-Prog-Intern	Non-Exempt	\$12.00	\$13.25	\$14.50	Hourly
	Golf Ops-Outside Services	Non-Exempt	\$12.00	\$13.25	\$14.50	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-2	Rec-Ops-Guest Service Attend <small>Rec, Ice &amp; Tennis</small>	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
	Rec-Prog-Youth Attendant	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-2	Rec-GCM-Greens Keeper	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
	Rec-Prog-Youth Attendant	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
	Golf Ops-Golf Attendant	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
	Golf Ops-Lead Outside Services	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
	Golf Ops-Player Assistant	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
	PW-SP-Parks Maintenance Crew	Non-Exempt	\$12.25	\$14.63	\$17.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-3	Rec-GCM-Administrative Assistant	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Ops-Lifeguard	Non-Exempt	\$14.50	\$17.25	\$20.00	Hourly
	Rec-Prog-Fitness Instructor (Non-Group X Cert)	Non-Exempt	\$14.00	\$17.00	\$20.00	Hourly
	Rec-Prog-Ice-Hockey Official (Non-Cert)	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Outdoor Rec Instructor	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Sports & Events Instructor	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Sports & Events Official	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Youth-Therapeutic Aide	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	CD-Admin-Assistant	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-3	Rec-GCM-Gardener	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-GCM-Lead Greens Keeper	Non-Exempt	\$13.25	\$16.63	\$20.00	Hourly
	Rec-Ops-Lifeguard	Non-Exempt	\$14.50	\$17.25	\$20.00	Hourly
	Rec-OST-Naturalist	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-OST-Nordic Instructor	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Outdoor Rec Instructor	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Sports & Events Instructor	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Sports & Events Official	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Rec-Prog-Youth-Therapeutic Aide	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
	Golf Ops-Admin Assistant	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly
Golf Ops-Lead Golf Attendant/Asst Pro	Non-Exempt	\$12.50	\$16.25	\$20.00	Hourly	
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-4	Rec-Ops-Aquatics Instructor	Non-Exempt	\$15.50	\$18.25	\$21.00	Hourly
	Rec-Ops-Ice-Guest Service Lead	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-Ops-Ice-Technician	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-Ops-Rec-Guest Service Lead	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-Prog-Ice Lead	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-Prog-Sports & Events Lead	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-Prog-Youth Lead	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-4	Rec-GCM-Snow Technician	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-GCM-Application Technician	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-GCM-Irrigation Technician	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	Rec-OST-Nordic Lead	Non-Exempt	\$16.00	\$18.50	\$21.00	Hourly
	Rec-Prog-Youth Lead	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	PW-SP-Parks Technician	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
	PW-SP-Streets Technician	Non-Exempt	\$14.50	\$17.75	\$21.00	Hourly
PW-Water-Technician	Non-Exempt	\$15.70	\$18.35	\$21.00	Hourly	

Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-5			<b>\$17.00</b>	<b>\$21.25</b>	<b>\$25.50</b>	<b>Hourly</b>
	Rec-Prog-Ice-Group Instructor	Non-Exempt	\$17.00	\$21.25	\$25.50	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-5			<b>\$17.00</b>	<b>\$21.25</b>	<b>\$25.50</b>	<b>Hourly</b>
	Rec-GCM-Lead Operator	Non-Exempt	\$17.00	\$21.25	\$25.50	Hourly
	Rec-OST-Technician	Non-Exempt	\$17.00	\$21.25	\$25.50	Hourly
	CD-Sustainability Intern	Non-Exempt	\$17.00	\$21.25	\$25.50	Hourly
	PW-Eng-Intern	Non-Exempt	\$17.00	\$21.25	\$25.50	Hourly
	PW-SP-Streets Operator	Non-Exempt	\$17.50	\$21.50	\$25.50	Hourly
	PW-Transit-Operator	Non-Exempt	\$17.50	\$21.50	\$25.50	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-6			<b>\$19.00</b>	<b>\$24.75</b>	<b>\$30.50</b>	<b>Hourly</b>
	Rec-Ops-Facility Supervisor	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
	Rec-Ops-Tennis Instructor	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
	Rec-OST-Lead	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
	Golf Ops-1st Asst Golf Pro	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-6			<b>\$19.00</b>	<b>\$24.75</b>	<b>\$30.50</b>	<b>Hourly</b>
	Rec-OST-Nordic Supervisor	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
	Rec-Prog-Outdoor Rec Instructor	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
	Golf Ops-Golf Instructor I	Non-Exempt	\$19.00	\$24.75	\$30.50	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-7			<b>\$20.50</b>	<b>\$26.25</b>	<b>\$32.00</b>	<b>Hourly</b>
	Rec-Prog-Fitness Instructor (Cert)	Non-Exempt	\$20.50	\$26.25	\$32.00	Hourly
	Rec-Prog-Fitness-Personal Trainer (Cert)	Non-Exempt	\$20.50	\$26.25	\$32.00	Hourly
	Rec-Prog-Ice-Hockey Official (Cert)	Non-Exempt	\$25.00	\$28.50	\$32.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-7			<b>\$20.50</b>	<b>\$26.25</b>	<b>\$32.00</b>	<b>Hourly</b>
	Rec-Prog-Fitness Instructor (Cert)	Non-Exempt	\$20.50	\$26.25	\$32.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
P-8			<b>\$30.00</b>	<b>\$55.00</b>	<b>\$80.00</b>	<b>Hourly</b>
	Rec-Prog-Ice-FS Instructor (Private)	Non-Exempt	\$35.00	\$57.50	\$80.00	Hourly
	Rec-Prog-Ice-Hockey Instructor (Private)	Non-Exempt	\$30.00	\$55.00	\$80.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
S-8			<b>\$30.00</b>	<b>\$55.00</b>	<b>\$80.00</b>	<b>Hourly</b>
	Golf Ops-Golf Instructor II	Non-Exempt	\$30.00	\$55.00	\$80.00	Hourly
Pay Grade	Position Title	FLSA Status	Range Minimum	Range Midpoint	Range Maximum	Pay Type
T-9						<b>Hourly</b>
	Temporary Positions	Non-Exempt	\$12.00		\$80.00	Hourly
	Temporary Positions	Exempt	\$960.00		\$6,400.00	Bi-Weekly

Note: Information above reflects general hiring ranges within departments for various Seasonal & PTYR positions. Individual positions may have general hiring and placement practices within these hiring ranges.





TOWN OF  
**BRECKENRIDGE**

**YOUR EMPLOYEE BENEFITS GUIDE**

Medical • Dental • Vision • Life • Disability • Wellness • Retirement & more!

**2020**



**Effective January 1, 2020 – December 31, 2020**

[www.townofbreckenridge.com](http://www.townofbreckenridge.com) | 970.547.3172





The Town of Breckenridge  
**protects, maintains, and enhances**  
our sense of community, historical  
heritage, and alpine environment.  
We provide **leadership** and  
encourage **citizen involvement**.

The Town of Breckenridge recognizes the importance of providing our employees and their families with quality benefits as part of their overall compensation package.

We are proud to offer a benefits package that reflects the values of our organization, while offering programs and resources to help keep you and your family healthy.

This guide provides an overview of the Town's benefits package, including eligibility and costs. Additional resources can be found in Human Resources or on the Town's intranet site:

<http://intranet/index.php/hr/benefits/>

Please take the time to carefully review our benefits so that you can choose the plans that best meet you and your family's needs.

If you have questions, please contact Human Resources at 970.547.3172.

2020



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# Benefit Eligibility | Enrollment

For the 2020 Plan Year



## Who is eligible?

Active full-time employees working at least 30 hours per week are eligible to participate in the Town's medical, dental, vision, life, disability plans, & more. Non-benefit eligible employees who average 30 hours or more per week during either the 'Standard' or 'Initial Measurement Period', including part-time and seasonal employees, are eligible for medical only.

## Are my Spouse and/or my Dependents eligible for benefits?

The following are accepted dependents eligible for coverage:

- Your legal spouse (includes common-law and domestic partner)
- Your civil union partner (in Colorado)
- Your qualifying children, including:
  - Your child from birth, stepchild, legally adopted child or child of whom you have legal custody, until the end of the month in which the child turns 26.
  - Your child over age 26 who is mentally or physically disabled and unable to earn his/her own living and is dependent upon you for a majority of support.

## When can I enroll or change my benefit elections?

**Open Enrollment:** During the annual open enrollment period (October 28, 2019 to November 1, 2019). Any newly elected benefits or changes made to existing benefits become effective on January 1, 2020.

**As a New Hire:** Within 30 days and the start of the next pay period from your hire date. If you do not enroll in benefits during this waiting period, you will not be able to elect benefits until the next annual open enrollment period or have a qualifying life event.

**During the year:** Within 30 days of a qualifying life event (ex. marriage; divorce; legal separation; birth or adoption of a child; death of a spouse, child, or other qualified dependent; gain or loss of other coverage for yourself, spouse, or a covered dependent).

**We are here to help you enroll and make benefit selections that are right for you. Please contact Human Resources by phone or email for all of your benefit-related questions.**

**Monica Zorens**

970.547.3172 | [monicaz@townofbreckenridge.com](mailto:monicaz@townofbreckenridge.com)

**Connie Walker**

970.453.3368 | [conniew@townofbreckenridge.com](mailto:conniew@townofbreckenridge.com)





# Benefit Credit | Cafeteria Plan

The Town participates in a Section 125 "Cafeteria Plan"

A **Section 125 Cafeteria Plan** is a reimbursement plan governed by the IRS Section 125 which allows employees to contribute pre-tax dollars to designated accounts to help lower their gross taxable income.

Employers that have a Cafeteria Plan are able to provide their employees with a 'Benefit Credit' or reimbursement which can be used to help offset the cost(s) of certain benefits. The Benefit Credit is non-taxable to the employee and can be applied towards medical, dental, and/or vision premiums, FSA contributions, and 457 Deferred Compensation contributions. It may also be used to pay for recreation benefits for your dependents or golf benefits for you and/or your dependents.

In 2020, the Benefit Credit is **\$1,700** and is available whether you participate in the Town's medical plan or choose to waive coverage.\*

*\*If you start after January 1st, you'll receive a pro-rated Benefit Credit amount based upon your hire date.*

## Benefit Credit Eligibility

Employees whose status is 'Regular Full Time' are eligible to receive a Benefit Credit during the Town's annual open enrollment or at the time of hire.

## Benefit Credit Elections

Benefit Credit elections will first be applied to Recreation and Golf benefits, and then to medical, dental, and/or vision premiums, Flexible Spending Account (FSA) contributions, or 457 Deferred Compensation options. If there is an insufficient amount of Benefit Credit to fully pay for the medical, dental, and/or vision premiums, a pro-rated amount will be calculated and deducted pre-tax from your biweekly pay.

If you have a Domestic Partner on the Town's medical, dental, and/or vision plan, Benefit Credit dollars may not be used to pay for their portion of the premium. Their premium amount will be calculated and deducted post-tax from your biweekly pay.

If you choose to use your Benefit Credit to pay for dependent medical, dental, or vision coverage, this election is in effect throughout the plan year. You may not spend the remaining Benefit Credit on other options even if a qualifying event allows you to drop dependent medical/dental/vision coverage during the year.







# What is the Peak Health Alliance?

Your new value-based option for 2020

**The Town of Breckenridge has partnered with the Peak Health Alliance, a countywide initiative that aims to give employees access to the same quality medical care at an additional savings.**

Compared to the Front Range, the cost for healthcare services has ranged **30% to 80% higher** for Summit County residents. In pinpointing healthcare and provider costs as the main catalyst for high insurance rates, the alliance has focused their efforts on bringing the price of care down. Peak Health's mission is to leverage the purchasing power of an entire community and to negotiate more competitive healthcare rates by partnering with providers and insurance carriers. Peak Health was first initiated as a special project of the Summit Foundation. Today it is a 501(c)3 non-profit operated independently and based out of Keystone, Colorado.

**Starting in 2020, Town employees have the option to participate in Peak Health and access discounted rates with Centura Health and other local providers under the new Peak Value Plan benefit level.**

The new Peak Value Plan allows employees to save money on their medical expenses by staying within the defined network of doctors and facilities. Participating Peak providers, including Centura St. Anthony Summit Medical Center, the Summit Community Care Clinic, High Country Healthcare, Swan Mountain Women's Center, Panorama Orthopedics, Ebert Family Clinic, local behavioral health providers, and many other specialty providers within Summit County will continue to offer the same high-quality service we have come to expect, while providing additional discounts through Peak Health. Town employees will also see additional savings in the form of reduced copays, deductibles, and medical premiums on the Peak Value Plan.

## What does this mean for you?

During Open Enrollment, you'll have three medical plan options to choose from:

<b>Peak Value Plan</b>	Utilizes the locally focused Peak Health Network exclusively
<b>Peak Choice HRA Plan</b>	Increases flexibility and choices by utilizing the Peak Health Network PLUS the broader national United Healthcare Choice Plus Network you are using today
<b>Peak Choice HSA Plan</b>	

**Carefully review your medical plan options over the next few pages to select the coverage that's right for you & your dependents.**





# Medical Plan Benefits

Peak Health • United Healthcare Choice Plus • WellDyne Rx • UMR

The Town of Breckenridge is committed to offering you the best possible health care at the best possible price.

Before you enroll in your medical care benefits, take some time to fully understand the three options available to you. Medical care benefits are more than being able to afford a doctor visit – it’s about choosing the right protection for you and your family’s health and financial well-being.

**You have three medical plan options to choose from:**

## Plan Option One: Peak Value Plan\*

You can use any doctor, clinic, hospital, or healthcare facility in the Peak Health Network... which will save you money. But you won’t have any coverage if you go out of the network.

	Peak Health Network	Out-of-Network
	<b>Peak Value Plan</b>	
<b>Calendar Year Deductible</b>	\$900 individual / \$1,800 family	N/A
<b>Out-of-Pocket Maximum</b> (Includes deductible)	\$4,000 individual / \$8,000 family	N/A
<b>Coinsurance/Cost-Share</b> (Amount you pay)	Pay 10% after deductible	N/A
<b>Telehealth Office Visit</b>	\$0 copay/visit	Not covered
<b>PCP Physician Office Visit</b>	\$15 copay/visit	Not covered
<b>Specialist Office Visit</b>	\$15 copay/visit	Not covered
<b>Behavioral/Mental Health Office Visit</b>	\$15 copay/visit	\$30 copay/visit
<b>Preventive Care</b>	100% covered	Not covered
<b>Emergency Room</b>	Peak Health deductible & coinsurance* <i>*true emergencies only</i>	UHC+ deductible & coinsurance* <i>*true emergencies only</i>
<b>Retail Prescription-30 day supply</b> (Generic/Brand)	\$5 / 20% (\$75 max per Rx)	Not covered
<b>Retail/Mail Order Prescription- 90 day supply</b> (Generic/Brand)	\$10 / 20% (\$150 max per Rx)	Not covered

**United Healthcare Choice Plus**  
800.826.9781

**Claims** (UMR)  
Group Number: 76-412958  
800.826.9781  
[www.umar.com](http://www.umar.com)

**Pharmacy Benefit Manager**  
(WellDyne Rx)  
Group Number (HRA): 76-412958A  
Group Number (HSA): 76-412958B  
888.479.2000

## 2020 Employee (EE) Medical Rates (per pay period)

Plan Option 1



**EE Only**  
\$46.15



**EE + Spouse**  
\$96.92



**EE + Child(ren)**  
\$87.69



**Family**  
\$133.84

### \*IMPORTANT INFORMATION ABOUT THE PEAK VALUE PLAN

Please note that under Option 1, you will only have access to the Peak Health network providers for services. Only emergency room and mental health services have out-of-network coverage.



# Medical Plan Benefits

Peak Health • United Healthcare Choice Plus • WellDyne Rx • UMR

## Plan Option Two: Peak Choice HRA Plan

You can use any doctor, clinic, hospital, or healthcare facility in the Peak Network and the United Healthcare Choice Plus Network. If you don't use a provider from either network, then you'll have to pay for all of the costs.

### United Healthcare Choice Plus

800.826.9781

### Claims (UMR)

Group Number: 76-412958

800.826.9781

[www.umar.com](http://www.umar.com)

### Pharmacy Benefit Manager (WellDyne Rx)

Group Number (HRA): 76-412958A

Group Number (HSA): 76-412958B

888.479.2000

	Peak Health Network	UHC Choice Plus	Out-of-Network
	<b>Peak Value Plan + UHC Choice HRA Plan</b>		
<b>Calendar Year Deductible</b>	\$900 individual \$1,800 family	\$1,500 individual \$3,000 family	N/A
<b>Out-of-Pocket Maximum</b> (Includes deductible)	\$4,000 individual \$8,000 family	\$5,000 individual \$10,000 family	N/A
<b>Coinsurance/Cost-Share</b> (Amount you pay)	Pay 10% after deductible	Pay 20% after deductible	N/A
<b>Telehealth Office Visit</b>	\$0 copay/visit	\$0 copay/visit	Not covered
<b>PCP Physician Office Visit</b>	\$15 copay/visit	\$30 copay/visit	Not covered
<b>Specialist Office Visit</b>	\$15 copay/visit	\$30 copay/visit	Not covered
<b>Behavioral/Mental Health Office Visit</b>	\$15 copay/visit	\$30 copay/visit	
<b>Preventive Care</b>	100% covered	100% covered	Not covered
<b>Emergency Room</b>	Peak Health deductible & coinsurance** **true emergencies only	UHC+ deductible & coinsurance** **true emergencies only	
<b>Retail Prescription - 30 day supply</b> (Generic/Brand)	\$5 / 20% (\$75 max per Rx)	\$5 / 20% (\$75 max per Rx)	Not covered
<b>Retail/Mail Order Prescription - 90 day supply</b> (Generic/Brand)	\$10 / 20% (\$150 max per Rx)	\$10 / 20% (\$150 max per Rx)	Not covered

## 2020 Employee (EE) Medical Rates (per pay period)

Plan Option 2



**EE Only**  
\$50.76



**EE + Spouse**  
\$108.46



**EE + Child(ren)**  
\$99.23



**Family**  
\$145.38



# Medical Plan Benefits

Peak Health • United Healthcare Choice Plus • WellDyne Rx • UMR



## Plan Option Three: Peak Choice HSA Plan

You can use any doctor, clinic, hospital, or healthcare facility in the Peak Network and United Healthcare Choice Plus Network. You don't have coverage if you go out of network.

### This plan lets you open a health savings account (HSA) with 1st Bank.

A HSA is designed to work with a qualifying high-deductible health plan (HDHP). The money goes in tax-free, grows income tax-free, and comes out income tax-free when you use it for qualified medical expenses. See pages 14-15 to learn more about a HSA, including if you are eligible.

	Peak Health Network	UHC Choice Plus	Out-of-Network
	<b>Peak Value Plan + UHC Choice HSA Plan</b>		
<b>Calendar Year Deductible</b>	\$1,400 individual* \$2,800 family*	\$2,800 individual* \$4,000 family*	N/A
<b>Out-of-Pocket Maximum</b> (Includes deductible)	\$4,000 individual* \$8,000 family*	\$5,000 individual* \$10,000 family*	N/A
<b>Coinsurance/Cost-Share</b> (Amount you pay)	Pay 10% after deductible	Pay 20% after deductible	N/A
<b>Telehealth Office Visit</b>	Deductible & coinsurance	Deductible & coinsurance	Not covered
<b>PCP Physician Office Visit</b>	Deductible & coinsurance	Deductible & coinsurance	Not covered
<b>Specialist Office Visit</b>	Deductible & coinsurance	Deductible & coinsurance	Not covered
<b>Behavioral/Mental Health Office Visit</b>	Deductible & coinsurance	UHC+ deductible & coinsurance	
<b>Preventive Care</b>	100% covered	100% covered	Not covered
<b>Emergency Room</b>	Peak Health deductible & coinsurance** **true emergencies only	UHC+ deductible & coinsurance** **true emergencies only	
<b>Retail Prescription-30 day supply</b> (Generic/Brand)	Deductible & coinsurance	Deductible & coinsurance	Not covered
<b>Retail/Mail Order Prescription-90 day supply</b> (Generic/Brand)	Deductible & coinsurance	Deductible & coinsurance	Not covered

## 2020 Employee (EE) Medical Rates (per pay period)

### Plan Option 3



**EE Only**  
\$50.76



**EE + Spouse**  
\$108.46



**EE + Child(ren)**  
\$99.23



**Family**  
\$145.38

\*To accommodate the lower HSA deductible amount of \$1,400, the accumulators for the deductible and out-of-pocket maximum must change to an "aggregate" methodology. This means that no one person in the family will receive benefits until the entire family deductible is satisfied. Following the deductible, the plan will not pay at 100% until the entire family out-of-pocket maximum is satisfied.





**Claims** (UMR)  
 Group Number: 76-412958  
 800.826.9781  
[www.umar.com](http://www.umar.com)

## Dental Plan Benefits

You may choose any licensed dentist. UMR will administer the claims.

The Town recognizes that good dental care is an important part of your overall health. Regular check-ups and cleanings can save you the pain and expense of future problems. Using your dental insurance for regular dental check-ups can improve your overall health and save you money if more serious dental treatments are needed.

**Calendar Year Deductible**  
 Basic & Major Services  
 (no deductible for preventive)

**Calendar Year Maximum**

**Preventive Care**  
 Oral exams, diagnostic x-rays,  
 cleaning, fluoride treatment,  
 and sealants for children

**Basic Services**  
 X-rays, fillings, extractions,  
 surgery, periodontics,  
 denture repair, anesthesia

**Major Services**  
 Crowns, bridgework, dentures,  
 inlays, gold restorations

How much do I pay?	
<b>Calendar Year Deductible</b> Basic & Major Services (no deductible for preventive)	\$50 individual / \$150 family
<b>Calendar Year Maximum</b>	\$1,500 individual per calendar year
<b>Preventive Care</b> Oral exams, diagnostic x-rays, cleaning, fluoride treatment, and sealants for children	0%
<b>Basic Services</b> X-rays, fillings, extractions, surgery, periodontics, denture repair, anesthesia	20% after deductible
<b>Major Services</b> Crowns, bridgework, dentures, inlays, gold restorations	50% after deductible

### 2020 Employee (EE) Dental Rates (per-pay period):



**EE Only**  
 \$10.56



**EE + Spouse**  
 \$19.90



**EE + Child(ren)**  
 \$27.01



**Family**  
 \$33.91





# Vision Plan Benefits

VSP Choice

Group Number: 30070379  
 Phoner: 800.877.7195  
 Website: [www.vsp.com](http://www.vsp.com)



## Vision care is personal and so is your relationship with your eye doctor.

That's why we provide you with access to care from great eye doctors, quality eyewear, and the affordable care you deserve. Again this year, employees have the option to elect vision coverage provided by Vision Service Plan (VSP). You will maximize your benefits if you use a VSP Choice participating provider.

### In-Network

### Out-of-Network Reimbursement

#### VSP Choice Network

In-Network	Out-of-Network Reimbursement
\$10 copay	Up to \$45
Covered in full after \$25 copay	Up to \$65
Covered in full after \$25 copay up to retail allowance	Up to \$70
Up to \$60 copay	Up to \$105

#### Exam (every 12 months)

A comprehensive well vision exam

#### Eyeglass Lenses - Plastic or Glass (every 12 months)

Single Vision, Lined Bifocal, Lined Trifocal

#### Frames (every 12 months)

Retail allowance of \$150  
 20% off amount above retail allowance

#### Contact Lenses - Instead of Glasses (every calendar year)

\$130 allowance for contacts in-network  
 Contact Lenses exam + fitting

## 2020 Employee (EE) Vision Rates (per-pay period):



**EE Only**  
\$2.77



**EE + 1**  
\$4.43



**EE + Children**  
\$4.52



**Family**  
\$7.28



# Alight Solutions

Healthcare Navigation Experts

Toll Free: 800.513.1667  
Email: [answers@alight.com](mailto:answers@alight.com)  
Website: [www.alight.com](http://www.alight.com)



*Formerly Compass PHS, Alight acquired Compass in July 2018. Effective January 1, 2020, Compass will now be known as Alight.*

## Your Life Just Got Simpler.

The Town of Breckenridge understands that navigating healthcare these days seems impossible...unless you have Alight on your side. From finding doctors to getting cost estimates or solving billing problems, Alight is there to help and serve as your personal healthcare advisor. The service is free to eligible Town employees and their family members.

### With Alight, you can:

- **Understand insurance benefits.**  
Clear up any confusion about your health care plans.
- **Find a great doctor.**  
Find highly-rated doctors, dentists, and eye care professionals in your area who meet your personal preferences and healthcare needs.
- **Save money on medical care.**  
Get price comparisons before receiving care. Depending on the doctor, hospital, or facility, costs can vary by hundreds or thousands of dollars - even in-network.
- **Pay less for prescriptions.**  
Let Alight compare medication prices and explore lower-cost options for you.
- **Get help with medical bills.**  
Have your medical bills reviewed to make sure you are not overcharged.
- **Schedule Appointments.**  
See a provider at times that are most convenient for you.

### What have people at the Town said?

I was very happy with the information I was provided. The process went quickly, and the information was even more detailed than I had expected. I will definitely use the service again in the future.

**What a difference maker.**

# alight

# Flexible Spending Account

UMR will administer the reimbursement claims.

A Flexible Spending Account (FSA) is a great tool to help manage your budget. You may allocate Benefit Credit dollars or set aside pre-tax dollars each pay period for FSAs to cover eligible out-of-pocket health and dependent care (including elder care) expenses.

You will need to determine what kind of FSA you would like to enroll in and how much you wish to contribute. You can find out more information about FSAs by visiting the benefits intranet site at <http://intranet/index.php/hr/benefits/>. There are **three types** of FSA accounts:

## Health Care FSA

Eligible FSA expenses cover medical, dental, and vision services for yourself and/or your qualified dependents. The annual FSA contribution limit is based on Federal guidelines. This option is available to employees participating in the Peak Choice HRA Plan or those that waive the Town's medical coverage.

## Limited Purpose FSA

This option is only available to those participating in the Town's Peak Choice HSA Plan. Eligible expenses are limited to **out-of-pocket vision and dental expenses only**, unless you have reached your HSA plan deductible. The annual FSA contribution limit is based on Federal guidelines. Please visit the Town's intranet site for current plan year maximums.

## Dependent Care FSA

Eligible dependent care expenses include qualified adult or child dependents' costs that are necessary to allow you or your spouse to work, look for work, or attend school full-time. An adult (i.e. parent, grandparent, disabled adult child) may qualify as a dependent if you are providing more than half of that person's care for the year. This FSA is available to all Regular Full-Time benefit-eligible employees, regardless of the medical plan selected. The annual DC FSA contribution limit is based on Federal guidelines.

## Things to know about the FSAs...

- Whether you are enrolled in the Health Care FSA or Limited Purpose FSA, up to \$500 in unused health FSA contributions can rollover into the next plan year.
- Domestic partners are **not eligible** for FSA expense reimbursements.
- A debit card will be issued by UMR allowing you to spend down your FSA dollars.
- In the event of employment separation, claims submitted after separation are considered ineligible expenses and will not be reimbursed through your FSA, even if a balance remains in your FSA account.
- All 2020 claims must be incurred prior to December 31, 2020 and submitted to UMR no later than January 31, 2021.



# Health Savings Account

1st Bank is the Trustee.

Phone: 970.453.1000  
Website: [www.efirstbank.com](http://www.efirstbank.com)



## What is a Health Savings Account?

A HSA is a tax-exempt account that you put money into to help pay for certain qualified medical expenses you incur. The Town of Breckenridge can also contribute to your HSA account. Once you have established a HSA, you will be able to request tax-free distribution(s) from your HSA trustee for these qualified medical expenses that were not reimbursed by your High Deductible Health Plan (HDHP).

## What are the benefits of an HSA?

You can claim a tax deduction for contributions you or someone other than the Town makes to your HSA even if you do not itemize your deductions on your tax return. HSA payroll deductions are made on a pre-tax basis and will be excluded from your gross income.

Unlike Flexible Spending Accounts (FSA), the contributions to your HSA remain in your account indefinitely. The interest or other earnings on the assets in the account are tax free. HSAs are 'portable' so it stays with you if you change employers or leave the work force. The annual HSA contribution limit is based on Federal guidelines. Please visit the Town's intranet for current plan year maximums.

## Who is eligible for a HSA?

Any adult who has coverage under a HSA-qualified 'High Deductible Health Plan' (HDHP) and has no other first dollar medical coverage (except other types of health insurance that are permitted). For Example:

- Your spouse has a FSA or Health Reimbursement Account (HRA) through their employer. You cannot have a HSA if your spouse's FSA or HRA can pay for any of your medical expenses before your HDHP deductible is met.
- You are not enrolled in Medicare.
- You can't be claimed as a dependent on someone else's tax return.
- There are no income limits that affect HSA eligibility. However, if you do not file a Federal income tax return, you may not receive all the tax benefits HSAs offer.

## What is a High Deductible Health Plan (HDHP)?

Generally, this is a health insurance plan that has a higher annual deductible than typical health plans and does not cover first dollar medical expenses (including prescriptions).

## What are the types of 'permitted coverage'?

You can still be an eligible individual even if your spouse has **non-HDHP coverage** provided you are not covered by that plan. You can have additional insurance that provides benefits only for the following items:

- Liabilities incurred under workers' compensation laws, tort liabilities, or liabilities related to ownership or use of property.
- A specific disease or illness (i.e. cancer policy).
- A fixed amount per day (or other period) of hospitalization.
- Accidents, Disability, and/or Long-term care
- Dental, Vision care, and/or Drug Discount Cards
- Eligibility for VA Benefits – unless you have received VA health benefits in the last three months.



### What expenses are qualified for reimbursement?

When you pay for medical expenses during the year that are not reimbursed by your HDHP (deductibles, coinsurance, etc.), you can ask the trustee of your HSA to send you a distribution from your account. Qualified medical expenses include most medical care and services, dental, vision care, and over-the-counter drugs. A list of qualified medical expenses can be found in the IRS Publication 502. In summary, expenses have to be primarily for the prevention or alleviation of a physical or mental defect or illness.

If you decide to enroll in the Town of Breckenridge's Peak Choice HSA Plan, you will need to consider the out-of-pocket expense for the total cost (after discounts) for prescriptions you may need early in the year. You may not have sufficient funds in your HSA to draw upon to cover those expenses.

In addition to qualified medical expenses, the following insurance premiums may be reimbursed from a HSA:

- COBRA premiums;
- Health insurance premiums while receiving unemployment;
- Qualified long-term care premiums;
- Any health insurance premiums paid by individuals ages 65 and over;
- Part A (hospital and inpatient services);
- Part B (physician and outpatient services);
- Part C (Medicare HMO and PPO plans);
- Part D (prescription drugs).

### What expenses are NOT eligible for reimbursement?

The following expenses may not be reimbursed from a HSA: expenses covered by another insurance plan; or expenses incurred prior to the date the HSA was established.

### Whose expenses can be reimbursed under my HSA?

Expenses for yourself, your spouse, and all dependents you claim on your tax return (as defined in Section 152 of the tax code). One of the great advantages of a HSA is that you can pay for expenses of your spouse and dependent child(ren) even if they are not covered by your HDHP.

### Can I use my HSA dollars for non-qualified medical expenses?

Money withdrawn from a HSA to reimburse non-qualified medical expenses is included in gross income; therefore, is taxable income to the account holder and is subject to a **20% tax penalty**, unless over age 65, disabled, or upon death.

### Should I keep good records?

As the owner of a HSA, it's **YOUR RESPONSIBILITY** to determine what medical expenses are eligible for a qualified distribution from your HSA. Keep good records of your health care expenses in case the IRS asks to review your use of HSA funds. You may need to defend your expenditures or decisions during an audit. The Town is not involved in determining eligible expenses and qualified distributions. Please consult with your personal accountant/financial advisor if you have additional questions.



970.453.1000  
www.efirstbank.com

# Voluntary Wellness Program

Interactive Health

The Town's voluntary wellness incentive program is administered by Interactive Health and available to **Regular Full-Time employees** and spouses participating in the Town's medical plan.

If you choose to participate in the voluntary incentive program, you will be asked to complete an online health risk assessment that asks a series of questions about your health-related activities and behaviors (e.g. exercise, diet, sleep, tobacco use, etc.), and whether you have or had certain medical conditions (e.g. cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening.

Employees that choose to participate in the voluntary wellness incentive program may earn **up to \$600 in incentives** which will be credited by the Town into your HRA wellness incentive account administered by UMR or your HSA account at 1<sup>st</sup> Bank.

Create an account on the Interactive Health platform at [www.myinteractivehealth.com](http://www.myinteractivehealth.com) and complete an online Health Assessment

Achieve your personal health goal

## POSSIBLE WELLNESS INCENTIVE

Wellness Incentive Earned	
	\$100
	\$500
	<b>\$600</b>

Although you are not required to participate in a biometric screening or online health assessment, only employees participating in the Town's medical plan who do so will be eligible for the \$600 wellness incentive. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn a wellness incentive, you may be entitled to an alternative standard. Please contact Interactive Health at [rasrequest@interactivehealthinc.com](mailto:rasrequest@interactivehealthinc.com) or at 800.840.6100 about a reasonable alternative standard.

The information from your online health assessment and the results from your biometric screening will be used to provide you with information about your current health and potential risks. Your personal health information obtained by Interactive Health is **NOT shared** with any Town employees or our health insurance providers.

Provider (Interactive Health)  
800.840.6100  
[www.myinteractivehealth.com](http://www.myinteractivehealth.com)



# Recreation Wellness Pass

Town of Breckenridge

All Regular Full-Time employees will be provided a **FREE** Breckenridge Recreation Pass in 2020. Spouse and/or dependent(s) are eligible for an Annual Pass at a reduced rate. If you choose to purchase a pass for a spouse/dependent(s), you may allocate Benefit Credit dollars towards the purchase of the pass. If you would rather pay directly for a spouse/dependent pass vs. use Benefit Credit dollars, you will receive the same discounted rate on the available pass options. The amount will be pro-rated if the pass is purchased after January 1, 2020.

<b>Employee Pass</b> Regular Full-Time Employees
<b>Adult Pass</b> 18+ years, including dependent child(ren) 18-26
<b>Child Pass</b> 14-17 years
<b>Family Pass</b> Spouse/DP + child(ren) up to 26 years

Annual Pass Cost	
Employee Pass	FREE!
Adult Pass	\$215
Child Pass	\$130
Family Pass	\$310

Recreation amenities available through the Wellness Pass Program and spouse/dependent annual passes include:

**Free admission** to the Breckenridge Recreation Center, Gold Run Nordic Center, and the Stephen C. West Ice Arena.

The complimentary pass is **NOT valid** at the Breckenridge Golf Club. All 2020 Wellness Passes expire on December 31, 2020.

## Golf Pass Benefits

Town of Breckenridge

Employees can use **Benefit Credit dollars** to purchase golf punch cards for use at the Breckenridge Golf Club in 2020.

<b>Junior Pass</b> (17 years or younger)
<b>Junior Add-on Pass</b> (17 years or younger)
<b>Adult 5-Round Pass</b> (18+ years)
<b>Adult 10-Round Pass</b> (18+ years)

Annual Golf Pass Cost	
Junior Pass	\$220
Junior Add-on Pass	\$135
Adult 5-Round Pass	\$265
Adult 10-Round Pass	\$440

### Important Golf Pass Information

- No **refunds or changes** in golf allocations are permitted once open enrollment has ended.
- Golf punch passes are **non-transferrable** and may only be used by the individual named on the pass.

If you separate from the Town during 2020, any Recreation or Golf benefits elected through the Town's Benefit Credit spending program will **terminate on your last day** of employment.



# Retirement Programs

ICMA-RC

The Town of Breckenridge has two retirement plans, administered by ICMA-RC, for all Regular Full-Time employees to participate in to help them meet their retirement goals and secure their financial future.

## Provider (ICMA-RC)

401(a) Plan Number: 108341  
457 Plan Number: 300964  
800.669.7400  
[www.icmarc.org](http://www.icmarc.org)

## Employee 401(a) Plan

The 401(a) Plan includes employer contributions totaling 7-9% of your eligible pay, following a six-month waiting period for plan participation. Employees have the opportunity to contribute an additional 1% of their bi-weekly pay into their 401(k) once they have completed six years of service with the Town. The Town pays **all mandatory contributions** into the retirement plan and employees are vested in those contributions according to the following schedule:

Length of Service	Town's Contribution	Employee's Contribution	Employee Vested Amnt.
6 months - 1 year	7%	0%	0%
1 year	7%	0%	0%
2 years	7%	0%	0%
3 years	7%	0%	50%
4 years	7%	0%	65%
5 years	7%	0%	80%
6+ years	9%	1%	100%

## 457 Deferred Compensation Plan

The 457 Deferred Compensation plan is a voluntary contribution made by the employee through a Benefit Credit allocation or by **pre-tax** contributions.

### Using Benefit Credit Dollars

If you choose to use Benefit Credit dollars towards your 457 account, a total amount for the year needs to be designated. This amount is then divided by the number of pay periods remaining in the year in order to determine the amount deposited each pay period. Additional pre-tax contributions can also be allocated either as a fixed dollar or percentage of your bi-weekly earnings.

Benefit Credit 457 elections are **exempt** from Federal and State income taxes. However, you must pay the employee portion of Social Security and Medicare taxes (7.65%) with each contribution to your account. Each pay period, the pro-rated amount you elect from Benefit Credit or pre-tax contribution is deposited into your ICMA-RC account. The tax you pay on that amount each pay period is taken from your paycheck, not from the amount deposited with ICMA-RC.

The 2020 maximum 457 Contribution is **\$19,500**.\* There is **not a vesting schedule** with a 457 account. The money in your account is yours to use, although it may be taxed as ordinary income if you withdrawal all or a portion prior to age 59-1/2. For more information on 457 withdrawals, please contact ICMA-RC at [www.icmarc.org](http://www.icmarc.org) or at 800.669.7400.

*\*If you are age 50 or older, there is an 'Age 50' catch-up provision which allows you to contribute additional money per year; or a 'Pre-Retirement' provision which allows you to contribute additional money if you are over 50 years and within three years from retirement. Please see Human Resources for more information.*



# Life and AD&D Benefits

Mutual of Omaha

Life insurance and accidental death and dismemberment (AD&D) insurance coverage help financially protect you and your family in the case of death or serious injury.

The Town provides all **Regular Full-Time employees** with a Basic Life and AD&D Insurance policy of **1.5 times their annual earnings up to a maximum of \$300,000**. This coverage is insured by Mutual of Omaha and is **100% paid for by the Town**.

# Long-Term Disability (LTD)

Mutual of Omaha

Long-Term Disability (LTD) benefits provide partial continuation of income if you become disabled and are unable to return to work for an extended period of time. The Town of Breckenridge provides LTD coverage through Mutual of Omaha for all **Regular Full-Time employees** and is **100% paid for by the Town**.

The LTD policy covers **60% of your earnings to a maximum of \$5,000 per month**. Disability payments begin after a **90-day waiting period** of a covered disability.

# Short-Term Disability (STD)

UMR will administer the claims.

One of your most valuable assets is your ability to provide yourself and your family with regular income to meet the cost of day-to-day living. If you are unable to work due to illness or injury, you may be eligible to receive payment from the Town's Short-Term Disability (STD) Plan.

The Town provides this benefit at **no cost to you**. All **Regular Full-Time Employees** are eligible for STD upon the completion of **90 days of employment**. Benefits are payable once all accrued paid leave benefits have been exhausted, or after 30 days, whichever is later. The percentage paid is based on your length of service with the Town, at **60% of earnings** for those with less than 5 years of service, and **75% of earnings** for those with more than 5 years of service. The benefit is available for up to **60 days**, at a maximum of **\$1,500 per week**. Disability payments begin after a **30-day waiting period** of a covered disability.

**Provider:** Mutual of Omaha  
**Group Number:** G000546H  
**Phone:** 800.655.5142  
[www.mutualofomaha.com](http://www.mutualofomaha.com)





## Employee Assistance Program (EAP)

Mutual of Omaha

Toll Free: 800.316.2796

Group Number: G000546H

Website: [www.mutualofomaha.com/eap](http://www.mutualofomaha.com/eap)

### Professional, Confidential Consultation, 24 Hours a Day.

The Town offers an Employee Assistance Program to all employees and their families. Each employee and his/her family members are entitled to **three (3) free face-to-face visits** per year (per household) at a participating provider through Mutual of Omaha's network.

All visits are confidential.

#### What to Expect

When you call, you will speak directly to an EAP professional to receive immediate support and guidance. All calls are **confidential**.

Your EAP benefits are provided at **no cost to you**. If additional resources are needed, your EAP professional can assist by locating affordable solutions in the area.

#### EAP Benefits

Employees can seek assistance with personal and job-related concerns, including:

- Emotional well-being
- Family and relationships
- Legal and financial assistance
- Online Will preparation
- Legal library and online forms
- Telephonic financial consultation
- Financial tools are resources
- Healthy lifestyles
- Work and life transitions
- Resources for work/life balance
- Substance abuse
- Dependent and Elder Care assistance and referral services

In addition, employees and family members receive...

- Unlimited telephone access to EAP professionals 24 hours a day, seven days a week
- Telephone assistance and referrals
- Access to a robust network of licensed and/or certified mental health professionals
- Legal assistance



Mutual of Omaha





## Choosing the right benefits at the right time of your life can be critical.

The Town offers Colonial Life Insurance to help provide optional, supplemental policies for injury, illness, and death.

### Group Accident Insurance

Helps offset the unexpected medical expenses, such as emergency room fees, deductibles, and copayments that can result from a fracture, dislocation, or other covered accidental injury.

### Cancer Insurance

Helps offset the out-of-pocket medical and indirect, non-medical expenses related to cancer that most medical plans don't cover. This coverage also provides a benefit for specified cancer-screening tests.

### Group Critical Care

Critical Illness Insurance plans compliment major medical coverage by helping you pay the direct and indirect costs associated with a specified critical illness such as:

- Heart Attack | Stroke | Infectious HIV | Occupational Infectious Hepatitis B, C or D
- End Stage Renal (Kidney Failure) | Major Organ Failure | Coma
- Permanent Paralysis due to a covered accident | Blindness

### Term Life

- **Portable;** you can retain coverage with no increase in premium if you change jobs or retire.
- **Guaranteed renewable** to age 95, as long as premiums are paid when due.
- **Flexible term periods** are available to fit your needs during more financially demanding years.

### Whole Life

You can't predict the future, but you can be prepared for it.

- **Guaranteed protection.** Offers lifetime protection that will not change as long as premiums are paid when due.
- **Guaranteed premiums** that will never increase due to changes in your health or age.
- **Guaranteed cash value.** Earn tax-deferred interest as the cash value accumulates as long as premiums are paid when due.

**For further details and rates, please contact Colonial at 866.270.6733 x115.**

## Supplemental Insurance Plans

Colonial Life

Phone: 866.270.6733 x115  
Website: [www.coloniallife.com](http://www.coloniallife.com)

Colonial Life

# Paid Leave

Town of Breckenridge

## Annual Leave (Vacation)

Annual leave is accrued per pay period and based upon years of service. See chart below. Annual leave can be used after six (6) months of continuous employment with the Town, and when approved by manager.

<u>YEARS OF SERVICE</u>	Hours of Annual Leave
<b>1 through 3</b>	80
<b>4 through 5</b>	120
<b>6 through 9</b>	160
<b>10+ years</b>	Additional eight (8) hours per year of service, up to five (5) additional days

## Personal Leave

- The Town offers forty-eight (48) hours of Personal Leave each calendar year, to be used when approved by manager
- For employees starting after January 1st, Personal Leave hours will be pro-rated based upon your start date
- Unused Personal Leave balances do not carry over from year-to-year

## Sick Leave

- Sick Leave is accrued at 3.69 hours per pay period
- Sick Leave can be used after ninety (90) days of continuous employment with the Town
- Sick Leave balances are carried over from year-to-year, up to 480 hours total

# Paid Holidays

Town of Breckenridge

The Town recognizes and pays up to eight (8) hours for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve (4 hours only), and Christmas Day.

# Other Benefits and Opportunities

Town of Breckenridge

- Tuition Reimbursement (for approved, job-related course work)
- Training and Development
- Annual Town Celebrations & Employee Events
- Rental and Housing Assistance Programs
- Worker's Compensation Insurance
- Family Medical Leave
- Bereavement Leave
- Use of Town Vehicles

# Important Notices

Federal regulations require Town of Breckenridge to provide benefits-eligible employees with the following notices:

## Private Health Information

A portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) addresses the protection of confidential health information. It applies to all health benefit plans. In short, the idea is to make sure that confidential health information that identifies (or could be used to identify) you is kept completely confidential. This individually identifiable health information is known as “protected health information” (PHI), and it will not be used or disclosed without your written authorization, except as described in the Plans HIPAA Privacy Notice or as otherwise permitted by federal and state health information privacy laws. A copy of the Plan’s Notice of Privacy Practices that describes the Plan’s policies, practices and your rights with respect to your PHI under HIPAA is available from your medical plan provider. For more information regarding this Notice, please contact Human Resources or the medical plan directly.

## Women’s Health and Cancer Rights Act

Town of Breckenridge’s medical plans, as required by the Women’s Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services. These services include:

- All stages of reconstruction of the breast on which the mastectomy was performed
- Surgery and reconstruction of the other breast to produce a symmetrical appearance
- Prostheses and treatment of physical complications resulting from mastectomy (including lymphedema)

This coverage will be provided in consultation with the attending physician and the patient, and will be subject to the same annual deductibles and coinsurance provisions that apply to the mastectomy.

## Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act makes it a discriminatory or unfair employment practice if an employer fails to provide reasonable accommodations to an applicant or employee who is pregnant, physically recovering from childbirth, or a related condition. Under the Act, if an applicant or employee who is pregnant or has a condition related to pregnancy or childbirth requests an accommodation, an employer must engage in the interactive process with the applicant or employee and provide a reasonable accommodation to perform the essential functions of the applicant or employee’s job unless the accommodation would impose an undue hardship on the employer’s business.

The Act prohibits requiring an applicant or employee to accept an accommodation that the applicant or employee has not requested or an accommodation that is unnecessary for the applicant or the employee to perform the essential functions of the job. The Act prohibits an employer from taking adverse action against an employee who requests or uses a reasonable accommodation and from denying employment opportunities to an applicant or employee based on the need to make a reasonable accommodation. To see the full Pregnant Workers Fairness Act notice, please contact Human Resources.

## Special Enrollment Rights

If you are declining enrollment for yourself or your dependents

(including your spouse) because of other health insurance coverage, you may be able to enroll yourself and your dependents in a Town of Breckenridge health plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards you or your dependents’ other coverage). However, you must request enrollment within 30 days after you or your dependent’s other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that your request for enrollment is within 30 days after the marriage, birth, adoptions, or placement for adoption. For more information, contact Human Resources.

## Notice of Prescription Drug Creditable Coverage

The Town provides a “Notice of Prescription Drug Creditable Coverage” to all Medicare-eligible participants on an annual basis. This notice states that under the Town of Breckenridge medical plan, you have prescription drug coverage that is, on average, as generous as the standard Medicare prescription Drug Coverage. If you or an enrolled dependent becomes eligible for Medicare, you will receive this notice for your records. A copy is available upon request from Human Resources.

## Individual Coverage Mandate

Effective January 1, 2014, federal law requires that you have Health Care coverage. You can enroll in the Town’s health plan, or you may want to consider visiting [www.healthcare.gov](http://www.healthcare.gov) for information on health plans available through the Healthcare Marketplace in your area. Please note that the plan provided by the Town meets the affordability and minimum value requirements for employee only coverage, and therefore you will not be eligible for a tax credit through the Marketplace for that tier of enrollment.

## Premium Assistance Under Medicaid and the Children’s Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you are eligible for health coverage from your employer, your State may have a premium assistance program that can help pay for coverage. These States use funds from their Medicaid or CHIP programs to help people who are eligible for these programs, but also have access to health insurance through their employer. If you or your children are not eligible for Medicaid or CHIP, you will not be eligible for these premium assistance programs. If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office below. If you qualify, you can ask the State if it has a program that might help you pay the premiums for an employer-sponsored plan. Once it is determined that you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must permit you to enroll in your employer plan if you are not already enrolled. This is called a “special enrollment” opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. You should contact your State below for further information on eligibility:

## COLORADO – Medicaid

Medicaid Website: <http://www.colorado.gov/>

Medicaid Phone: 1.800.221.3943

All other states: 877.267.2323, Ext. 61565





TOWN OF  
BRECKENRIDGE

# YOUR EMPLOYEE **BENEFITS** GUIDE

Medical • Dental • Vision • Life • Disability • Wellness • Retirement & more!

# 2020

This booklet and the materials that accompany it are intended to provide only a general overview of the benefit programs for eligible Town employees. If this booklet (and/or the materials that accompany it) and the plan documents or insurance contracts do not agree, the plan documents or the insurance contracts will rule. This brochure is not intended as a promise of continued benefits or employment. The Town reserves the right to change or end the plans at any time and for any reason.



**Town of Breckenridge**

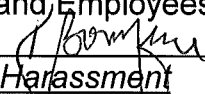
# **POLICY MEMORANDUM**

Contact : Dept Heads and  
Human Resources

Phone Number  
547-4308/547-3159

Effective Date: December 29, 2004  
Updated: February 2, 2011

**Town Policy: *Equal Employment  
Opportunity/Unlawful Harassment***

**TO:** All Managers, Dept. Heads, Supervisors and Employees  
**FROM:** Kate Boniface, Assistant Town Manager   
**SUBJECT:** Equal Employment Opportunity/Unlawful Harassment

**Purpose:** This policy memorandum is in accordance with the requirements of the federal, state and local Equal Employment Opportunity Laws, including but not limited to Title VII of the Civil Rights Act of 1964, as amended in 1972, 1978, and the Civil Rights Act of 1991, American's with Disabilities Act of 1990 (ADA), the ADA Amendments Act (ADAAA) of 2009, Age Discrimination in Employment Act of 1967 (ADEA), the Genetic Information Nondiscrimination Act of 2008 (GINA); and the Colorado Fair Employment Practices.

**Cancellation:** This policy replaces the Equal Employment Opportunity/Unlawful Harassment policy dated December 29, 2004 and the Town's Regular and PT/Seasonal Employee Guidelines prior to January 1, 2011 and any previous policy memos related to Equal Employment Opportunity/Unlawful Harassment practices.

**Scope:** This policy directive applies to all Town of Breckenridge employees.

## **The Town's EEO Policy:**

**The Town of Breckenridge is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. The Town does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.**

**The prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, independent contractors, elected officials, and others.**



# The Town's Genetic Information Nondiscrimination Policy

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information.

**"Genetic Information"** as defined by GINA, includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and request for or receipt of genetic services by applicants, employees or their family member and genetic information of a fetus carried by an applicant, employee or their family member or an embryo lawfully held by an applicant, employee or their family member receiving assistive reproductive services.

The Town is dedicated to ensuring that all employment decisions are in accordance with the policies as stated herein, and to the principles of equal employment opportunity. *To carry out this policy, the Town commits to:*

- Recruiting, hiring, training, transferring and promoting for all jobs without discrimination on any of the bases outlined above.
- Making placement decisions solely on an individual's qualifications for the positions being filled.
- Administering other personnel actions, such as pay, benefits, leave, training, layoffs, reinstatement and other actions without discrimination on any of the bases outlined above.

## **A. Sexual Harassment:**

Sexual Harassment is a form of misconduct that undermines the integrity of the employment relationship. Because sexual harassment raises issues that are to some extent unique in comparison to other forms of harassment, the Town believes it warrants separate emphasis.

The Town strongly opposes sexual harassment and inappropriate sexual conduct. *Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:*

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- 2) Submission to or rejection of such conduct is used as the basis for a decision affecting an individual's employment; or

- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times while in the workplace. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications as described in section B. below.

**B. Unlawful Harassment:**

Other forms of harassment outside of sexual harassment are also strongly opposed and are not tolerated. Workplace harassment which may violate this policy includes, but is not limited to:

- 1) Written form such as cartoons, posters, calendars, notes, letters, E-mail;
- 2) Verbal form such as comments, jokes, foul or obscene language, or questions about another's personal or professional life whether based in fact, or not, over-sharing personal information, or repeated unwanted requests for dates;
- 3) Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Employees are expected to conduct themselves in a professional and businesslike manner at all times when in the workplace.

**C. Retaliation:** The Town prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. Any employee who brings a legitimate complaint or who assists in the investigation of such complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or involuntarily separated because of such action.

If an employee perceives retaliation for making a complaint or participating in an investigation, they should follow the complaint procedure outlined herein. The situation will be promptly investigated.

**Complaint Procedure:** The Town expects employees to make a timely complaint to enable the Town to promptly investigate and correct any behavior that may be in violation of this policy. If an employee believes there has been a violation of the EEO/Unlawful Harassment Policy based on the protected classes outlined above, the following complaint procedure must be utilized:

***Promptly report the incident to any Town supervisor, manager or department head, Human Resources staff member or the Assistant Town Manager/EEO Coordinator.***

**Investigation Procedure:** The Town will promptly investigate complaints and take appropriate corrective action.

After receipt of notification of the complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. After the investigation has been completed, a determination will be made by the Assistant Town Manager/EEO Coordinator regarding the resolution of the complaint. If the Town determines that an employee's behavior is in violation of this policy and action is warranted, disciplinary action will be taken against the offending employee, up to and including involuntary separation from employment with the Town.

**Confidentiality:** Complaints will be kept as confidential as practicable, but absolute confidentiality cannot be promised. Participants in an investigation will be advised of confidentiality requirements. Failure to comply with confidentiality requirements before, during or after an investigation may result in disciplinary action, up to and including involuntary separation from employment with the Town.

**Duty to Cooperate With Investigation.** Employees with knowledge concerning complaints of harassment, discrimination, or the violation of any other Town policy, rule or regulation have a duty to participate in investigations by providing complete, truthful and timely information. Withholding information or failing to cooperate in a good faith manner may result in disciplinary action, up to and including termination.

**False Complaints:** An employee who files a complaint which the employee knows to be false shall be subject to discipline, up to and including involuntary separation from employment with the Town.

**Responsibilities:**

a. **Senior Management/Human Resources/Department Heads/Supervisors:** *Town of Breckenridge senior management, human resources staff, department heads, managers, and supervisors are required to:*

- Monitor/manage the workplace, and respond when inappropriate behavior is observed or reported.
- Counsel and discipline employees who engage in inappropriate behavior.
- Receive and report **all** complaints to Human Resources, or the Town's Assistant Town Manager/ EEO Coordinator.
- Document incidents and all management responses to complaints.
- Use appropriate management practices to ensure that retaliation does not occur once a complaint has been made.
- Outline expectations and the Town's policy for conduct on a periodic basis, through employee meetings and contacts.
- Comply with and interpret the Town's policy.
- Demonstrate a commitment to equal employment opportunity principles.
- Acknowledge receipt of the Town's EEO/Unlawful Harassment policy.
- Attend EEO/Unlawful Harassment training every 12 to 18 months.

b. Employees: *Town of Breckenridge employees are required to:*

- Comply with the Town's EEO/Unlawful Harassment Policy.
- Report behavior that appears to violate the policy.
- Demonstrate a commitment to equal employment opportunity principles.
- Acknowledge receipt of the Town's EEO/Unlawful Harassment policy.
- Attend EEO/Unlawful Harassment training every 24 to 30 months.

c. Assistant Town Manager/EEO Coordinator & Human Resources:

The Town's Assistant Town Manager/EEO Coordinator and Human Resources staff is responsible for monitoring and enforcing this policy.

**References:**

- a. Nepotism Policy
- b. Town Code of Ethics
- c. Workplace Threats and Violence Policy and Guidelines
- d. Town Employee Guidelines
- e. Training Materials

**Additional Information:** Questions regarding this Policy should first be directed to an employee's supervisor or department head. The Department Head should contact Human Resources for policy clarification.

## *Town of Breckenridge*

### **EEO/Unlawful Harassment Policy Acknowledgement Form**

The undersigned Employee of the Town of Breckenridge ("Town") acknowledges receipt of a copy of the Town's EEO/Unlawful Harassment policy, dated February 2, 2011, and further acknowledges:

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1. That the policy is not a contract of employment between the Town and the Employee;
2. That all Town employees are "at will" employees, and that an employee may be disciplined or terminated at any time at the discretion of the Town;
3. That the Employee is responsible for understanding the contents and terms of the policy; and,
4. That the Employee is responsible for complying with the terms outlined in the policy.

\_\_\_\_\_  
PRINT Employee Name

\_\_\_\_\_  
Employee Signature

Date Acknowledged: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witness:

\_\_\_\_\_  
Manager/Supervisor/Human Resources Signature