

RESOLUTION 95-10-19

To Amend the Employee Benefits Standards

A RESOLUTION AMENDING THE EMPLOYEE BENEFITS STANDARDS FOR THE COLORADO CENTRE METROPOLITAN DISTRICT, EL PASO COUNTY, COLORADO, AS SET FORTH BELOW:

WHEREAS, the Board of Directors desires to amend the employee benefits standards of the District.

NOW THEREFORE, BE IT RESOLVED BY The Board of Directors of the Colorado Centre Metropolitan District, Colorado:

SECTION 1. THAT the District's Employee Benefits Standards for the District shall be amended to read as follows:

EMPLOYEE BENEFITS STANDARDS

**FOR THE COLORADO CENTRE METROPOLITAN DISTRICT
EL PASO COUNTY, COLORADO.**

EFFECTIVE DATE: JANUARY 1, 1996

Employment Taxes

The District shall pay for the employer's share of the FICA and Medicare taxes, and the full amount of the FUTA, State Unemployment, Workman's Compensation insurance amounts, and any other such taxes ordered by the laws of the State or Federal Governments; and,

Holidays

New Year's Eve , New Year Day (1 day), President's Day (1 day), Memorial Day (1 day), Independence Day - 4th of July (1 day), Labor Day (1 day), Thanksgiving Day (1 day), Day After Thanksgiving (1 day), Christmas Eve (1 day), Christmas Day (1 day) plus three personal holidays of each employee's choice. If any holiday falls on Saturday or Sunday, the District Manager will decide what day will be given off depending on what day the main holidays fall on.

Sick Leave

Each employee shall be entitled to up to twelve days of paid sick leave per year, which shall accrue one day per month labored. Said sick leave cannot accrue from year to year and shall not be payable to the employee unless the employee is actually sick or a member of the employee's immediate family is sick so as to need the attention of the employee.

Vacation Leave

Each employee shall accrue one (1) week of paid vacation leave for every block of twenty-five (25) weeks of continuous labor during the first five (5) years of employment. After that, the employee shall accumulate one and one-half (1 1/2) weeks of paid vacation leave for every block of twenty-four and one-half (24 1/2) weeks of continuous labor beyond the fifth year of employment. Vacation time may be accumulated up to six (6) weeks. After that no vacation time shall be allowed to accrue and the benefit is lost until the employee draws down the accumulated vacation leave. Vacation leave may be taken in increments from one-half (1/2) day up to two (2) weeks, at a time, unless otherwise approved by the District Manager. Vacation time shall not be pro-rated and shall only accrue based on the completed blocks of required work weeks. Unused vacation shall be payable at the time the employee-employer relationship is terminated up to six weeks, if the vacation time has accrued. Should an employee elect to accrue his/her vacation time by continuing to work, the total amount of vacation accrued per calendar year shall not exceed that which would have been accrued should the vacation time had been taken as scheduled.

Continuing Education Leave

Employees may request up to five (5) days of paid educational leave per year, after the first full year of employment with the District.

Continuing Education Allowance

After the first full year of employment, the District will reimburse employees for continuing educational courses taken which are relevant to employees position with the District up to a \$1,000 maximum per employee per fiscal year as follows:

- 100% reimbursement for the cost of a class if the employee earns an "A" in the class;
- 75% reimbursement for the cost of a class if the employee earns a "B" in the class;
- 50% reimbursement for the cost of a class if the employee earns a "C" in the class;
- and no reimbursement if the employee earns a "D" or less or withdraws the class.

All reimbursement shall be made after the student demonstrates that he/she has completed a course, received a grade and shows proof of payment for the course.

Health & Dental Insurance

The District will pay for 90% of the employee's membership into a health plan approved by the District Manager starting ninety (90) days after commencement of full-time employment. Family member coverage is the responsibility of each employee. Additionally, the District will pay for 90% of the employee's cost of membership into a dental health maintenance plan approved by the District Manager. Should an employee elect not to carry health or dental insurance, the District's allocation of expenses shall be forfeited back to the District and the employee shall have no claim to said money.

Pension Plan

After three years of employment with the District and at the request of an employee, the District will

pay into an Individual Retirement Account (IRA) approved by the District Manager \$1.00 for every \$1.00 that the employee places into another IRA of his/her own, up to a maximum of \$1,200 per employee per calendar year. If the employee does not contribute to his/her own personal IRA account or contributes an amount less than the maximum that the District will match, the District will only fund its matching contribution to the extent that the employee made one. The contributions from the District into the pension plan shall be reviewed on an annual basis and shall vary according to the financial position of the District. The District is a service entity and it is concerned with both the ability to provide its customers with a reasonable service for a reasonable price and its employees with a reasonable and competitive salary and benefit package. The District Manager is responsible for making the necessary recommendations to the Board of the District regarding the pension plan and to make any necessary adjustments to the plan to make sure it conforms to Federal and State laws regulating the matter.

Exclusions

Part-time employees of the District will not receive any benefits from the District except for those taxes required by law.

SECTION 2. THAT the Standards in SECTION 1 shall replace in total any previous versions of the Employee Benefits Standards of the District.

ADOPTED, this 19th day of October, 1995.

COLORADO CENTRE METROPOLITAN DISTRICT

BY:___ On File
President

Attest: On File
Secretary