

STATE OF COLORADO)
) ss.
County of Otero)

At a Regular meeting of the Board of County Commissioners for Otero County, Colorado, held at the Courthouse in La Junta, Colorado, on Tuesday, the 27th day of May, A.D. 2025, there were present:

<input checked="" type="checkbox"/>	Rob Oquist,	Chairman
<input checked="" type="checkbox"/>	Tim Knabenshue,	Commissioner
<input checked="" type="checkbox"/>	Jim Baldwin,	Commissioner
<input checked="" type="checkbox"/>	Lyn Scott,	Clerk to the Board
<input checked="" type="checkbox"/>	Amy White-Tanabe,	County Administrator

when the following proceedings, among others, were had and done, to-wit:

RESOLUTION #2025-13

A RESOLUTION AMENDING THE PERSONNEL MANAGEMENT HANDBOOK.

WHEREAS, on June 30, 2014, the Board of County Commissioners adopted the Personnel Management Handbook; and

WHEREAS, on November 6, 2017, the Board of County Commissioners amended the Personnel Management Handbook; and

WHEREAS, December 23, 2019 the Board of County Commissioners amended the Personnel Management Handbook; and

WHEREAS, the Board of County Commissioners of Otero County desires to amend the Personnel Management Handbook as more fully set forth below;

WHEREAS, in addition to the substantive revisions outlined, other sections of the Personnel Handbook were edited for clarity, consistency, and readability, without making any material changes to the underlying policies;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Otero, Colorado, that:

The PERSONNEL MANAGEMENT HANDBOOK, is hereby amended as follows:

205 INCLEMENT WEATHER

DELETE:

The County rarely closes due to adverse weather conditions... Employees not at work or scheduled to be off when the closure is authorized because they are on leave will have the time charged against their leave accruals as though the office/department had remained open...

AND REPLACE WITH:

The County rarely closes or delays opening due to adverse weather conditions... Employees who are scheduled to be off or scheduled to work at a location not impacted by the closure are not entitled to closure hours.

304 COMPENSATORY TIME

DELETE:

Compensatory time may be granted at the discretion of the elected official/department head... maximum of one hundred twenty (120) hours...

AND REPLACE WITH:

Compensatory time is accrued at 1.5 times the overtime hours worked, consistent with FLSA standards. Employees may accrue up to 120 hours... Must be used by January 20 of the following year or paid out. Any unused balance at termination will be paid from the department budget.

405 STATUTORY BENEFITS

DELETE:

Part-time regular/temporary employees are not eligible for medical leave as of January 1, 1994.

AND REPLACE WITH:

Personnel classified as "part-time" receive all benefits required by Colorado and federal law, including paid medical. . .

ADD:

Colorado FAMILI Program - Otero County opted out by BOCC Resolution 2022-12 on October 24, 2022; employees may self-enroll and pay their own premiums directly to the State.

501 BEREAVEMENT/FUNERAL LEAVE

DELETE:

...up to two (2) workdays... Immediate family is defined as spouse, brothers, sisters, parents, children, and grandparents, grandchildren and current in-laws...

AND REPLACE WITH:

Up to four (4) workdays off... for the death of a parent, spouse, child, grandchild, sibling, or current in-law of the same relationship. Up to two (2) workdays off... for the death of a grandparent, niece, nephew, aunt, uncle, or current in-law of the same relationship. Proof of death... should be submitted to the employee's immediate supervisor.

506 MEDICAL/SICK LEAVE

ADD:

Medical leave may also be utilized for:

- Grieve, attend funerals or memorial services, or deal with financial and legal matters related to the death of an immediate family member.
- Care for an immediate family member whose school or place of care has been closed because of inclement weather, loss of power, heating, water, or another unexpected occurrence or event.
- Employees that need to evacuate their residence because of inclement weather, loss of power, heating or water or another unexpected occurrence or event.
- Reasons related to domestic violence, sexual assault, or stalking affecting the employee or a covered family member, including medical care, counseling, legal services, relocation, or safety planning.
- Quarantine or isolation of the employee or a covered family member when so ordered by a health-care provider or public-health authority

508 WELLNESS WEDNESDAYS

ADD:

Otero County supports employee well-being and has established "Wellness Wednesdays" as a voluntary program... Employees may take one 30-minute wellness break each Wednesday... must not be used to shorten the workday... and must be pre-approved by the supervisor...

510 PUBLIC-HEALTH EMERGENCY (PHE) SUPPLEMENTAL LEAVE

ADD:

When a public-health emergency is declared by a federal, state, or local public-health agency, the County will immediately provide up to eighty (80) hours of additional paid medical leave—prorated for part-time employees—for the reasons and during the period required by law. PHE leave is separate from, and does not reduce, an employee's regular medical-leave balance; any unused PHE leave expires four (4) weeks after the official end of the emergency.

606 USE OF COUNTY RESOURCES

ADD:

Any work product, document, program, system, or other intellectual property developed by County employees during work hours or using County resources is considered the property of the County... Unauthorized use, sharing, or transfer... is strictly prohibited.

707 TELEPHONES/CELL PHONES

DELETE:

In the interest of good business practice, telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Personal use of the County telephones for long distance is not permitted.

AND REPLACE WITH:

In the interest of good business practice, telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Hands-free devices must be used if talking on the phone while driving a vehicle for County business.

ADOPTED this 27th day of May, A.D. 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF OTERO, STATE
OF COLORADO.


Otero County Clerk & Recorder


Rob Oquist, Chairman




Tim Knabenshue


Jim Baldwin