

City of Grand Junction Personnel Policy Manual Update Summary of Changes December 1, 2023

The City of Grand Junction is committed to continuous improvement, adopting best practices, and ensuring compliance with recent legislative updates. As part of this commitment, we have updated our policy manual. Below is a summary of the key changes, and you can access the updated [Personnel Policy Manual](#).

Summary of Changes as of December 1, 2023

Policy Number 5.03 – III. Types of Recognition

- In line with the City's Procurement Policy, which prohibits the use of a City P-card for purchasing gift cards, we have updated our policy to state that gift cards are not an authorized form of employee recognition.

Policy Number 6.05 – Alcohol and Drug-Free Workforce

- The policy was updated to outline the difference between Colorado's marijuana legalization and its federal prohibition, aligning the City's practices with federal regulations. It clarifies our approach to testing for THC, ensuring employees understand the implications of products containing THC. The policy also offers a clearer identification of safety-sensitive positions subject to random drug screenings. Additionally, it adjusts the rehire policy for drug and/or alcohol violations, reducing the waiting period from three years to one year.

Policy Number 6.11 NEW POLICY – Distracted Driving or Operation of Machinery

- The new Distracted Driving and Machinery Operation Policy reflects our commitment to a higher standard of safety, aiming to protect our employees and the communities we serve. It strictly prohibits the use of mobile devices and other distractions during vehicle or machinery operations, ensuring a safer, more focused work environment.

Summary of Changes as of November 10, 2023

Policy Number 1.02, I – Equal Employment Opportunity

- The list of protected classes and characteristics, which are legally safeguarded to ensure that individuals are not subject to discrimination, has been expanded to include hair, creed, and gender expression.

Policy Number 1.03 NEW POLICY - Reasonable Accommodation

- The policy offers employees a clear and organized procedure for requesting reasonable accommodation. The Reasonable Accommodation Request form is located on Cityweb.

Policy Number 2.02, II – On Initial Employment

- The taxability of relocation expenses was added to the policy.

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Policy Number 2.04, VII, A, – Temporary Upgrade Pay

- The policy was updated to broaden the definition of "temporary" to include "acting or interim" roles and to establish a maximum duration of six months for an individual serving in a temporary upgrade capacity. This change aligns with Colorado statute requirements and aims to enhance transparency in pay and opportunities for promotion and career advancement.

Policy Number 2.06, I, A, – Transportation and Mileage Reimbursement

- The policy was revised to incorporate specific guidelines for purchasing coach/economy class airfare, explicitly stating that City funds cannot be used to buy upgrades from coach/economy class airfare or to purchase travel insurance.

Policy number 2.06, II – Take-Home Vehicle

- The policy was revised to offer clear guidance on the City's adherence to IRS regulations and the Code of Federal Regulations regarding take-home vehicles. It also outlines the proper categorization of vehicles as "Qualified Nonpersonal Use Vehicles" as defined by the Code of Federal Regulations. These changes are aimed at ensuring compliance with the IRS and confirming that such vehicles are intended exclusively for City business use.

Policy number 2.06, III, A. – Uniform Allowance

- The policy was updated to clarify the taxability of uniforms provided by the employer. It states that such uniforms are not considered taxable to the employee if wearing them is a requirement of their employment and if the clothing is not suitable for everyday wear.

Policy 3.05, VI - Workers' Compensation, Transitional Duty Assignments

- The policy was corrected to increase the maximum hours of transitional duty assignments hours to 1040 hours (or 1456 hours for sworn Fire personnel) to ensure consistency with Policy 3.02, IV., Short Term Disability Transitional Duty assignments.

Policy Number 3.06, II – Other Leave, Military Leave

- In accordance with recent Colorado legislation, the policy has been updated to reflect a change from "15 days of military leave" to the equivalent of three weeks of work based on the employee's regular work schedule in any given calendar year.

Policy Number 3.06, III – Other Leave, Bereavement Leave

- The leave benefit has been extended to encompass situations involving the loss associated with miscarriages, as well as certain pregnancy, fertility, surrogacy, and adoption-related losses.

Policy Number 3.06, XI – Other Leave, Paid Sick Time

- In accordance with recent Colorado legislation, the utilization of Paid Sick Time was expanded to include additional covered events:

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- Attend a funeral or memorial service, to grieve, or to manage financial and legal matters that arise after the death of a family member;
- Care for a family member whose school or place of care has closed due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the closure;
- Evacuate their residence due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the need to evacuate.

Policy Number 4.03, Employment, IV, V, VI Job Assignments

- The policy was revised to include the mandate that all job assignment changes take place exclusively through competitive selection processes.

Policy Number 5.01, Training and Development, I Policy

- The policy was revised to enhance clarity and consistency in the City's Tuition and Educational Reimbursement Program, including the application and reimbursement processes. Furthermore, a new, streamlined Tuition and Reimbursement Program Application has been made available on Cityweb.

Policy Number 5.03, Recognition, IV Taxable and Non-Taxable Gifts – NEW SECTION

- This new policy section clarifies IRS regulations concerning the taxability of awards, prizes, and gifts.

Policy Number 6.03, Other Harassment or Intimidation, I. A. Policy and Definition

- Per recent Colorado legislation, the list of protected classes and characteristics, which are legally safeguarded to ensure that individuals are not subject to harassment or intimidation, has been expanded to include hair, creed, and gender expression.
- Additionally, the definition of harassment was updated to read as follows:
 - Harassment means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual or group membership in or perceived membership in, a protected class, which conduct is:
 - Subjectively offensive to the individual alleging harassment; and
 - Is objectively offensive to a reasonable individual who is member of the same protected class.
 - The conduct need not be severe or pervasive to constitute a discriminatory or unfair employment practice if:
 - Submission to the conduct or communication is explicitly or implicitly made a term/condition of the individual's employment; or

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- Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or
- The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Policy Number 7.02, Complaint and Grievance Resolutions, I, II A. Policy and Complaint and Grievance Resolution Procedure

- To adhere to recent Colorado legislation, the policy has been revised to merge the "Informal" and "Formal" processes into a single Compliance and Grievance Resolution Procedure. Colorado law mandates that all complaints and grievances must now be reported to Human Resources, investigated, and documented in a centralized system. The updated policy outlines this new procedure for compliance and grievance resolution.
- An updated Complaint and Grievance Form was created and is located on Cityweb.
- The Workplace Improvement Program was expanded with a new information and reporting form located on Cityweb. This program is designed to allow open and proactive reporting of concerns, suggestions, and or feedback related to various facets of the workplace, including, but not limited to, safety, cleanliness, equipment availability, and training needs.

Policy Number 8.01, Employee Related Expenses, VI. Taxable Expense – NEW SECTION

- Provides clarification on the IRS regulations regarding qualified expenses (for example, uniforms) being treated as a taxable fringe benefit and the City process for determining the treatment of questionable expense items.

Chapter 9- Glossary – Discrimination Definition

- The definition has been expanded to include hair, creed, and gender expression in the list of protected classes and characteristics.

Chapter 9- Glossary – Equal Employment Opportunity (ADA)

- The definition has been expanded to include hair, creed, and gender expression in the list of protected classes and characteristics.