

# City of Grand Junction

## Personnel Policy Manual — Summary of Changes

*Effective May 24, 2026*

The policy updates summarized here reflect three significant changes: the transition of Fire Department EMS personnel from 12-hour shifts to a 48/96 schedule aligned with line personnel, a restructuring of how holiday pay is administered for all benefited employees, and the addition of a new policy governing the acceptable use of artificial intelligence tools in connection with City business. Several additional housekeeping updates have been made to remove outdated language throughout the manual.

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### Policy 2.03 — Hours of Work

**Applies to:** Non-sworn Fire Department employees on a 48/96 schedule

A new provision has been added addressing non-sworn Fire Department employees assigned to a regular work schedule of 48 hours followed by 96 hours off. These employees follow a forty (40) hour work week for overtime calculation purposes. Overtime is paid for actual hours worked over forty (40) in the defined work week. This does not change the employee's assigned 48/96 work schedule. Daily overtime and double-time provisions do not apply to employees in this category.

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### Policy 2.04 — Special Pay

**Applies to:** Non-sworn Fire Department employees on a 48/96 schedule

Non-sworn Fire Department employees with a regular work schedule of 48 hours followed by 96 hours off are not subject to daily overtime or double time provisions. Overtime is calculated on hours worked in excess of forty (40) in the defined work week at 1-1/2 times the regular hourly rate of pay. This does not change the employee's assigned 48/96 work schedule. These employees are subject to the same 120-hour compensatory time accumulation cap as other forty (40) hour work week employees.

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### Policy 3.01 — Paid Time Off Leave Policy

**Applies to:** All benefited employees

#### **Holiday Pay Separation from PTO**

Effective May 24, 2026, holidays will no longer be deducted from employees' Paid Time Off balances. Holiday pay is now provided as a separate benefit under the new Policy 3.07 — Holiday Pay.

#### **PTO Accrual and Conversion for 48/96 Schedule Employees**

**Applies to:** Non-sworn Fire Department employees on a 48/96 schedule

Employees assigned to a regular work schedule of 48 hours followed by 96 hours off accrue PTO at the same rate as sworn Fire personnel. The PTO conversion rate of 1.4 applies when employees transition to or from this schedule.

### **PTO Buy-Back Provision**

**Applies to:** Benefited full-time employees

The reference to 72 hours of PTO used for holidays has been removed from the buy-back eligibility threshold. The 160-hour usage requirement (224 hours for Fire) remains unchanged. PTO buy-back elections are now submitted through GJ Cloud, the City's Human Resources portal, rather than by paper form.

### **Advance Use of PTO — Removed**

The Advance Use of PTO provision has been removed. PTO is available once it has been earned at the end of a pay period. Employees are encouraged to monitor their available PTO balances before requesting leave to avoid unpaid status. Employees who have exhausted available leave will be placed in an unpaid status for the duration of their absence.

### **Banked Sick Leave Conversion — Removed**

**Applies to:** Administrative removal only — no current employees affected

The Conversion of Banked Sick Leave to PTO section has been removed. This provision is no longer applicable as no employees currently carry a banked sick leave balance.

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## **Policy 3.02 — Short-Term Disability Leave Policy**

**Applies to:** Benefited full-time employees

### **Holiday Pay During STD Leave**

Employees who are in a leave status on a holiday are not eligible for holiday pay for that holiday. Holidays occurring during a period of approved STD leave do not extend the duration of the leave.

### **Banked Sick Leave References Removed**

References to Banked Sick Leave have been removed. The initial 80-hour waiting period (112 hours for sworn Fire personnel) will be charged to an employee's accrued PTO or, if not available, to Leave Without Pay.

### **Leave Request Process**

Leave requests are now submitted through GJ Cloud, the City's Human Resources portal.

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## **Policy 3.03 — Long-Term Disability Leave**

**Applies to:** Benefited full-time employees

### **Holiday Pay During LTD Leave**

Employees who are in a leave status on a holiday are not eligible for holiday pay for that holiday. Holidays occurring during a period of approved LTD leave do not extend the duration of the leave.

### **Banked Leave Reference Removed**

The reference to Banked Leave has been removed. PTO hours may be used to supplement LTD payments up to 100% of the employee's normal base pay.

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## Policy 3.05 — Workers' Compensation

**Applies to:** All employees

### **Holiday Pay During Workers' Compensation Leave**

Employees who are in a leave status on a holiday are not eligible for holiday pay for that holiday. Holidays occurring during a period of Workers' Compensation leave do not extend the duration of the leave.

### **Banked Sick Leave References Removed**

References to Banked Sick Leave have been removed. Employees on Workers' Compensation may supplement their wages from accumulated PTO or Compensatory Time only.

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## Policy 3.06 — Other Leave

**Applies to:** All employees

### **Update: Time Off for Voting**

Pursuant to Colorado HB26-1113, effective June 1, 2026, the Time Off for Voting provision has been updated to expand voting leave eligibility beyond Election Day. Eligible registered voters may now request up to two (2) hours of paid voting leave on any day that voter service and polling centers are open, provided they do not have three (3) or more consecutive non-scheduled work hours during the hours those centers are open on the day voting leave is requested.

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## Policy 3.07 — Holiday Pay (NEW POLICY)

**Applies to:** All benefited employees

A new standalone Holiday Pay policy has been created, replacing the holiday provisions previously contained in Policy 3.01. Key provisions include:

- Full-time and regular benefited part-time employees are eligible for holiday pay. Seasonal and non-benefited part-time employees are not eligible.
- Exempt employees receive their regular salary on holidays and are not eligible for additional compensation.
- Holiday pay applies when the holiday falls on the employee's regularly scheduled workday. Employees not scheduled to work on the holiday do not receive holiday pay for that day.
- Employees in 24/7 operations receive holiday pay based on the actual calendar date of the holiday rather than the City-observed date.
- Non-exempt employees required to work on a holiday receive holiday pay at their base rate in addition to straight time pay for hours worked.
- Fire Department employees assigned to a regular 48/96 schedule receive holiday pay in accordance with the 11.2-hour equivalent structure described in Policy 3.01.
- Employees who are in a leave status on a holiday are not eligible for holiday pay for that holiday. Holidays occurring during a period of approved leave do not extend the duration of the leave.

The following examples illustrate how the policy applies in common situations.

*Example 1 — Holiday falls on a scheduled workday: An employee works Monday through Friday, 8 hours per day. Memorial Day falls on a Monday. Because Monday is the employee's regularly scheduled workday, the employee receives 8 hours of holiday pay at their base rate. No PTO is deducted.*

*Example 2 — Holiday falls on a regular day off: An employee works Tuesday through Friday, 10 hours per day. Memorial Day falls on a Monday. Because Monday is not the employee's regularly scheduled workday, no holiday pay is provided.*

*Example 3 — 24/7 operations employee: A Police Officer is scheduled to work on the actual calendar date of a holiday. If the City observes that holiday on a different date, the officer's holiday pay is based on the actual calendar holiday, not the City-observed date.*

Please refer to Policy 3.07 in the Personnel Policy Manual for full details.

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### **Policy 4.05 — Separations**

**Applies to:** Administrative update — no change to employee benefits

The reference to banked leave balances has been removed. Upon separation, employees are compensated for PTO and compensatory time.

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### **Policy 6.05 — Alcohol and Drug-Free Workplace**

**Applies to:** Administrative update only

The reference to Banked Leave in the rehabilitation section has been removed. Paid Time Off and Leave Without Pay may be authorized by the appropriate Department Director for a treatment program.

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### **Policy 6.12 — Acceptable Use of Artificial Intelligence (AI) Tools (NEW POLICY)**

**Applies to:** All employees, elected officials, board and commission members, contractors, interns, and volunteers

A new policy has been established governing the use of artificial intelligence tools in connection with City business. The policy identifies approved tools, defines data that may not be entered into AI tools, establishes employee responsibility for verifying and owning AI-generated content, and outlines the approval process for accessing AI tools. Violations may result in disciplinary action up to and including termination.

The following categories of information may never be entered into any AI tool: CJIS data, health information, personally identifiable information (PII), confidential personnel information, employee-specific employment matters, disciplinary records, medical information, attorney-client communications, litigation hold material, and credentials or passwords. De-identified or hypothetical scenarios may be used only when they do not include information that could reasonably identify an employee or confidential matter.

A companion staff guide (Using AI at the City) is available on CityWeb. Please refer to Policy 6.12 in the Personnel Policy Manual for full details.

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## Policy 9.01 — Glossary

**Applies to:** Administrative updates

The Banked Leave definition has been removed. New definitions have been added for Holiday Pay, Artificial Intelligence (AI) Tool, Approved AI Tool, and Generative AI. The Supervisor definition has been updated for clarity.

*Questions regarding these policy changes should be directed to the Human Resources Department.*