



Pueblo County Sheriff's Office General Order Policies and Procedures Manual	
Pueblo County Sheriff's Office Section 2	
Part 20	Subject: Employee Leave and Compensation
Related CALEA Standards: 22.2.1 a-f, 22.3.1	Related ACA Standards: 5-ALDF-7E-03
Related CALEA Communications Standards: 3.2.2, b-f, 3.2.5	

Authority

This policy is issued pursuant to Sheriff David J. Lucero directive in which authority manages and direct all activities connected to employee leave and compensation is delegated to the Administrative Captain and the appropriate Bureau Chief.

Purpose

It is the policy of the Pueblo County Sheriff's Office to make available a limited number of temporary full-time modified duty assignments, provided such modified duty assignments are consistent with the operational needs of the PCSO and provided that all eligibility requirements are met.

These temporary modified duty opportunities will be for the exclusive assignment of PCSO employees who remain in good standing with the Office and who are experiencing a qualified medical condition, such that they are temporarily unable to perform each of the essential duties of their job description.

It is the employee's responsibility to request modified duty.

Definitions

Administrative Services Section - Includes, Human Resources, Finance and Accounting, Budget, and Grant Management, Records Section, and Property and Evidence Section.

Fitness for Duty/Work Release - A form requesting a restricted or modified work assignment due to a temporary medical condition. This form can be found by clicking on this link.

[2024: FFD Fitness For Duty Form](#)

Medical Certification form- The Department of Labor recommended form for Certification of Health Care Provider for Employee's Serious Health Condition. This form can be found in Administrative Services and Pueblo County Human Resources located in the courthouse.

Pueblo County Policies - Policies contained in the Pueblo County Personnel Policies Manual and any other policies and procedures of the Board of County Commissioners related to Human Resource issues.

Good standing - any employee who has not received any disciplinary action within one year of the beginning of his/her temporary medical condition, including any discipline for abuse of leave.

Qualified Leave of Absence - A period of time away from the job approved according to the policy of this Office.

FMLA: Family Medical Leave Act- Provides unpaid, job-protected leave for an office members own serious health condition or the office members needs to care for a parent, spouse, or child with a serious health condition.

Click on link to required forms for FMLA: [FMLA Process 100914 County HR](#) , [Family Member FMLA Packet 010816](#) ,[Exigency For A Servicemember Packet 010816 FMLA](#) ,[Military Care Giver Leave FMLA Packet 010816](#)

Procedure

When an employee is unable to complete each of the essential job functions of their current assigned job due to a temporary medical condition (regardless of whether it occurred on-duty or off-duty), the employee may request that the Sheriff or designee exercise discretion to approve a temporary modified duty assignment provided the following eligibility criteria are met:

In the event of a non-work related, temporary medical condition, the employee will be eligible to apply for a temporary modified duty assignment on the first day of the month following 180 calendar days of employment. In the event of a work-related medical condition, these time constraints will be waived.

1. Fitness for duty work release form –must be submitted every 30 days in accordance with the process outlined in this policy. [2024: FFD Fitness For Duty Form](#)
2. A certified health care provider (e.g., treating physician) must certify that the employee is medically unable to perform the duties of their current job description. It is the responsibility of the employee to provide their health care provider with a copy of their current job description. Any certification from a health care provider must specifically detail any restrictions and or limitations on the employee's ability to perform the essential functions of the job. The employee's job description may be obtained from PCSO Administrative Services 583-6456 or from the PowerDMS policy management system.
3. Additionally, the employee is responsible for obtaining all applicable medical/physical restrictions from their treating health care provider.
4. If we can accommodate your work restrictions; your temporary modified duty assignment, days and hours are subject to change based on the need of the office. PCSO also has the right to revoke modified duty assignments at any time. *The sheriff's office member will be required to fill out and complete a modified duty assignment form every 30 days.*

If there are no modified duty positions available at the time of application, and the employee has accumulated benefit time off, the employee will be placed on a qualified leave of absence until such time that a modified duty position becomes available. If the employee has no earned leave accumulated and is not on FMLA leave, he/she may be offered leave without pay or sick bank if the employee meets the eligibility requirements. In the event the employee has achieved maximum medical improvement (MMI) and is unable to perform the essential functions of their job, at the sheriff's discretion the employee may be processed for medical separation.

In determining modified duty assignments, primary consideration will be given to positions within the employee's assigned division, then to equivalent positions within the office. There will be no more than 10 temporary modified duty positions in the entire Sheriff's Office at any given time and the number of modified duty positions may be less than 10 if the Sheriff determines that operational concerns require fewer such temporary positions. The Sheriff will have final authority over any addition modified duty positions. Modified duty assignments will be solely at the discretion of the Sheriff or his designee and will be based on operational needs of the Office.

Employees are eligible to apply for modified duty if the temporary medical condition they suffer from is expected by their health care provider to exceed 40 work hours. An employee may only work in a modified duty assignment for a maximum of 180 calendar days including weekends and holidays per qualifying medical condition. If, at the end of the 180-day period, the employee is still unable to be released to full duty, the employee may be placed on a qualified leave of absence if they have any accumulated earned leave in accordance with Pueblo County Policy.

The period of time during which an employee is working in a modified duty assignment will not normally be counted for purposes of FMLA tracking. However, FMLA intermittent leave taken during the modified duty may be counted against FMLA. Consistent with their work restrictions all employees on modified duty status can be reassigned to any another modified duty assignment to meet the needs of the office. No modified duty positions will be considered a permanent duty assignment.

If an employee is in Police Training Officer Program, Communications Training Officer Program, Detention Training Office Program, or any other standard new hire training program and/or probation, the time during

which they are on a modified duty assignment, does not count towards their probation or training status.

An employee will not be required to accept or apply for a temporary modified duty assignment. If an employee is not eligible for consideration for a temporary modified duty assignment or chooses not to request a modified duty assignment or declines such an assignment that is offered, they will be required to follow the Pueblo County Sheriff's Office Policy they will be required to follow the Pueblo County Sheriff's office and Pueblo County Personnel policies regarding work attendance and use of earned leave.

Essential Job functions and Application Process

When an employee is unable to perform the essential job functions due to a temporary medical condition, they must notify their supervisor immediately. This is a requirement of eligibility for consideration temporary modified duty assignment. This notification requirement is separate and apart from any reporting requirement that may exist under rules for Worker's Compensation and FMLA, and any other applicable Pueblo County Sheriff's Office / County policies. If all eligibility requirements are met and the employee wants to be considered for a temporary modified duty assignment, the employee must complete the Restricted Work Agreement –Temporary Job Description form and send it to Pueblo County Sheriff's Administrative Services Bureau for review. This form can be obtained through the sheriff's office Administrative Services or county human resources.

Some medical conditions may require an employee significant time to recover in a non-work environment so the application for a modified duty assignment may be completed at any time during an employee's leave up to (180 calendar days) from time of the onset of their temporary medical condition. However, during the time an employee is on leave they must comply with all requirements of the county's leave policy. If the employee exhausts earned leave before he or she is able to work in a modified duty capacity, the employee may be processed for medical separation.

The Restricted Work Agreement –Temporary Job Description form requires the employee to provide medical information so that any modified duty assignment does not unreasonably place the employee at risk of exacerbating their temporary medical condition or any related condition. An employee is required to have their treating health care provider complete the applicable parts of the medical certification form following each health care provider visit. Additionally, at the time of application, the employee must sign a Release of Medical Information Waiver form so that Administrative Services can receive information regarding the temporary medical condition throughout the time the employee is on modified duty status. The supervisor of the modified duty employee will be provided with information on the employee's restrictions to ensure that work assignments are consistent with the restrictions. Only the restrictions will be provided to the supervisor and protected medical information will not be shared.

Sheriff's Office employees will not be in direct contact with the treating health care provider so the medical information/restrictions must come from the health care provider to the Sheriff's Office via the employee on modified duty.

Once the forms have been received by Administrative Services, they will contact the employee's bureau captain to determine if the employee is eligible for a temporary modified duty assignment. The captain of administrative services will verify that the employee is fully able to meet both the job qualifications and physical requirements based on the information submitted by the employee's health care provider for the modified duty assignment. It is the responsibility of the supervisor of the modified duty assignment to ensure the employee does not exceed the stated physical restriction or limitations. If such a modified duty position is available, Administrative Services may offer the employee such position by completing the Restricted Work Agreement – Temporary job description form. The employee can either accept or decline the assignment.

If the employee declines the assignment, they will need to utilize appropriate leave for their absence from work. For an employee who remains unable to perform each of his job duties and has declined a modified duty assignment, if the employee has FMLA leave and has been utilizing FMLA leave in connection with his/her absence from work, the employee's previously held position may be filled only after FMLA has been exhausted. If the employee is not eligible for FMLA benefits, then their position may be filled if they are unable to be released for full duty, have declined a modified duty assignment and have exhausted their earned leave.

<COM 3.2.2 d>, <22.2.1 e>

If an employee is required to attend medical appointments while they are on modified duty they will need to utilize sick leave to attend such appointments or, if the employee has exhausted all paid sick leave, they may use unpaid FMLA leave if they have a FMLA certification for the condition requiring the appointment. If the employee has a qualified worker's compensation injury, they may use duty time to attend appointments related

to the worker's compensation injury if they are scheduled during their normal work hours). Attendance at medical appointments while an employee is on temporary modified duty will not be permitted to cause more than a 40-hour work week.

Employees on modified duty will wear appropriate business attire while on modified duty. Employees use of carry equipment such as firearms, vehicles, and any other use of force equipment while on temporary modified duty is at the discretion of the employee's Bureau Captain, Bureau Chief, Undersheriff or Sheriff.

In all cases of requests for modified duty for temporary medical condition, Pueblo County reserves the right to request a second medical opinion at Pueblo County's expense. Administrative Services may consult with Pueblo County Human Resources at any time to assist in determining an employee's eligibility. Additionally, should the PCSO determine at any time that the operational needs of the office no longer enable a particular modified duty position to exist the employee may be removed from that modified duty assignment and placed in a different modified duty assignment or, if no other modified duty assignments are available, be placed on a qualified leave status.

Return To Duty

If an employee is released by their health care provider to full duty status without restrictions or limitations the employee will be returned to either their same duty assignment or an equivalent position at the discretion of the bureau chief.

For employees who are not on a FMLA certification while on modified duty, if the employee is released to full duty within 180 days of a modified duty assignment, the employee will return to the same or equivalent position. If an employee's previous position has been filled during the employee's absence and there is a vacant position in the same or similar job rate of pay or grade, the employee may be reinstated into that vacant position.

For commissioned officers who have not been on FMLA while on modified duty, if they are on modified duty for more than 30 days, they may be required to perform the required skills testing in order to return to full duty. The decision to have a returning employee complete required skills testing will be made by the employee's Bureau Chief.

Employee is Unable to Return to Full Duty

If an employee on a modified duty assignment is unable to return to full duty at the end of the 180-day period, he/she will be placed on a qualified leave of absence if they have any earned leave accumulated. At this time, the employee may use accrued sick or vacation time or may be eligible to apply for FMLA, or Long Term Disability (LTD) benefits. If the employee has completed the maximum 180 days of modified duty, has no paid leave accumulated and no paid or unpaid FMLA leave, the Sheriff's Office may process the employee for medical termination. Where the employee is on modified duty after a worker's compensation injury, once an employee on worker's compensation has reached Maximum Medical Improvement (MMI) or it appears that MMI is not in the foreseeable future, if the employee is still unable to be released to full duty by their treating health care provider, Administrative Services and Human Resources will be contacted to determine whether the employee is has additional paid leave, is interested in applying for LTD, or whether the employee should be processed for medical termination.

Medical Records and Document Management

Employee medical records are confidential. When an employee is on modified duty, all relevant employee medical documents/records, modified duty work plans, and other related documents shall be immediately forwarded to Administrative Services and County Human Resources. Administrative Services and County Human Resources shall maintain these records in a confidential manner in accordance with Office policy.

This policy is not intended to alter any rights that an employee may have under ADA or any other provisions of state or federal law.

Benefits

Pay Comparability

Sheriff's office members are subject to the same merit and pay increment systems as all county employees and are eligible for any cost-of-living increases granted county employees in other law enforcement categories. All pay-related decisions in these categories are made by the County Commissioners. Even though the board of county commissioners makes final decisions on salaries, it is with the sheriff's input and approval.

<5-ALDF-7E-03>

General Leave Practices

Paid leave benefits will be available to regular full-time employees as it is accumulated; however, no compensation will be paid for absences covered by workers' compensation unless staff choose to use 33% of their available leave to maintain their full take-home pay. This is available after a three-month waiting period.

Leave authorization and timekeeping will be performed in each department using a uniform system developed by the sheriff's office. Approval to use leave is subject to the mission of the organization. Requests must be submitted as far in advance as possible before leave is requested. Adherence to this practice will normally give supervisors time to make temporary duty assignments and thereby avoid, to the extent possible, the need to reject a leave request.

In the event an emergency causes an employee to be absent without advance notice, the employee must notify his or her supervisor of the situation as soon as possible. Failure to provide prompt notification is grounds for disciplinary action.

Physical Examinations After Hire

The bureau chief or captain of the respective bureau may require an office member to have a physical examination in order to determine the employee's continued fitness to perform the tasks of their assignments and to inform them of their general physical condition. The physical fit for duty may include but not limited to a physical exam, vision exam, auditory hearing exam-auditory (talking) exam. After-hire physicals will be conducted on a case-by-case basis. Required physical examinations will be provided at no cost to the employee. <COMM 3.2.5 ><22.3.1>

Vacation Benefits

The county provides vacation time to allow regular full-time employees the opportunity to pursue personal interests and encourages staff to use their leave benefits. Each bureau chief will establish, in accordance with the provisions of any labor-management agreement in force, a system for equitably allocating vacation time that ensures critical office operations can continue uninterrupted. Vacation leave will be accrued from date of hire; however, vacation time cannot be used for six months from date of hire. <COM 3.2.2 e>, <22.2.1 d>

Vacation time shall be accrued as follows:

One through 5 years = 8 hours per month

After 5 years of service = 12 hours per month

After 10 years of service = 16 hours per month

Vacation time may be used for personal vacation, business or in connection with a personal or family illness. Earning rates for leave are established in accordance with county personnel regulations. Annual leave is credited on the first day of each calendar month.

Unused vacation time may be carried forward from one fiscal year to the next. The amount that may be carried forward will not exceed the amount an employee may earn in an 18-month period; vacation time exceeding this amount will be forfeited. Unused vacation time will only be accumulated as follows:

1 through 5 years of service = 144 hours

6 through 10 years of service = 216 hours

11 through end of service = 288 hours

Conditions of unused vacation time include the following:

1. Employees may not use leave in excess of their unused annual leave balance.
2. Leave is subject to cancellation and employee recall to work in the event of an emergency.
3. Leave will be subject to denial or postponement in the event arrangements cannot be made to cover the post or duty assignment involved.
4. Leave will be charged to employees in fifteen-minute increments and to the next highest hour or half hour.

Requests for vacation time approval must be made in writing. When vacation time is used in lieu of sick leave, documentation as to the nature of the illness may be required.

Sick Leave

To minimize economic hardships that may result from personal illness or injury, the county provides regular full-time employees with sick leave benefits. Sick leave will be accrued from date of hire. Sick leave may be used for the following:

1. Employee illness (for the purposes of this policy, illness includes medical circumstances associated with pregnancy)
2. Employee exposure to a communicable disease may infect those with whom the employee comes into contact, when such disease has debilitating effects.
3. Employee appointment for medical examination or treatment during working hours. <COM 3.2.2 c>, <22.2.1 c>

Treatment of an on-the-job injury beyond any grace period provided in other county regulations (to qualify for this provision, the employee incurring the on-the-job injury must report the incident to his or her supervisor at once.)

The earning rate for sick leave is established by county regulation at the rate of 8 hours per month for full-time employees. Sick leave may be accumulated indefinitely and without limit and may be used as needed under the conditions of this policy for employees hired before April 1, 1995. Eligible employees hired after that date will be allowed to accumulate unused sick leave benefits up to 960 hours. Sick leave is credited on the first day of each calendar month, beginning with the calendar month in which the employee's eligible status begins.

As provided in county personnel policy, staff members may be able to be paid a portion of this unused leave balance. See Personnel Policy and Procedures for Pueblo County for the details of this benefit.

An employee's sick leave may not exceed that person's unused balance. Ordinarily, granting sick leave will require two hours' notice before the employee's scheduled time for reporting for work.

In order to limit possible abuse of this sick leave policy, the sheriff or designee may take the necessary steps to confirm the nature and extent of illness or injury causing an employee's absence from work.

The employee's supervisor may require a statement signed by a licensed physician describing the employee's illness or medical condition and verifying the necessity of the employee's absence from work; this documentation may also be required when annual leave is used in lieu of sick leave. Ordinarily, this type of request will not be made for sick leave use for periods of three days or less, but in cases of suspected leave abuse, a physician's statement may be required in order to grant sick leave credit.

As provided by county regulations, if a pregnant employee's condition is expected to become disabling with respect to that person's assigned duties, the employee may be requested to provide a physician's statement including the estimated delivery date and the date the employee should cease working or be granted a reasonable change in assignment to avoid medical complications. When possible, this statement should be submitted thirty days in advance of the date the employee should cease working.

A written statement from her physician should be submitted if the initial estimated dates are changed or if alternate job assignments are medically indicated at some later point in the pregnancy.

After reviewing medical documentation on an employee's condition, the sheriff or designee reserves the right to initiate a medical leave of absence if the employee's attendance and quality of work are adversely affected by a medical condition. Leave without pay or sick bank may be considered if the employee is otherwise eligible.

Sick Bank Leave

Sick bank leave is approved by the department director or elected official.

The sick bank program does not have a design and purpose to allow more time off with pay when official notice is given to a member related to their job assignments. The administrative captain and/or undersheriff shall deny sick leave bank requests when certain official notices have been served to members that can no longer perform the duties as assigned. [Form: Sick Leave Program Donation Agreement 11-23-2010.](#)

The spirit of the "bank" is to assist those who need more time to heal and have used their won benefits to the point of not having hours to cover their absence. Very seldom are sick bank requests refused. This could occur if it has been determined you do not have the skill set or capacity to perform the essential functions of your job. For any questions regarding the sick bank request please consult directly with the Captain of Administrative Services. You may appeal any decision made directly to the Sheriff using the grievance procedures as defined

in policy. Pueblo County Personnel Policies or "the Green book" is vague and has not been updated. Sick bank leave is supported or not supported by co-workers. If no sick leave bank hours are donated that is entirely up to the co-workers of the employees requesting the leave. Gracious donations are appreciated and historically have saved many members from economic demise due to illnesses. Donations are never demanded, and this is why the sheriff and undersheriff seldom refuse sick bank requests.

Civil Duty Leave

Full-time employees called by governmental entities to perform civil duties such as jury duty, witness duty, etc., unrelated to personal affairs and of a public nature, will be granted paid civil leave on reasonable advance notice and presentation of properly executed documentation, such as a subpoena or jury summons.

It is the employee's responsibility to bring the appropriate documentation to the supervisor immediately on receipt. A letter from the sheriff can then be attached in the event the sheriff or designee would like to have the employee excused. Payment received for civil duties will be reimbursed to the county unless the employee used annual leave or went on leave without pay status for that purpose.

Leave Without Pay

Leave without pay may be available to eligible employees under certain circumstances. Requests for leave without pay must be made in writing and indicate the reason for the request. Leave without pay may be granted by the Sheriff or designee on the recommendation of the employee's supervisor and/or bureau chief.

The bureau chief will determine if leave without pay will be granted based on factors such as employee job performance, length of time as a county employee, cost to the county, available coverage, previous leave without pay requests, etc. See Pueblo County Personnel Policy and Procedures for details of this benefit.

Military Leave

Employees who are members of the U.S. armed forces will be granted leaves in accordance with federal and state laws. <COM 3.2.2 f>, <22.2.1 f>

An employee who is a member of the National Guard or a reserve component of the armed forces will, on furnishing a copy of the official orders or instructions, be granted paid military training leave.

Reservists are required to provide such information and documentation as far in advance as possible to allow for proper scheduling.

Leave Reimbursement

Full-time employees who terminate employment with the detention facility will be reimbursed for their unused annual leave balance.

Leave Records

Employees will apply for leave on a form developed by the sheriff's office. Employee leave requests and associated records such as rosters will be retained for one year to verify leave taken.

Overtime and Compensatory Time

Based on the needs of the office, all employees may be required to work overtime shifts. Employees may volunteer for overtime shifts. An employee who volunteers for overtime will be given consideration for an overtime shift but is not guaranteed to be assigned to work an overtime shift.

The office will take reasonable steps to attempt to equally distribute the overtime shifts among employees. However, the needs of the office will control, and every employee will be expected to work overtime shifts as assigned.

In accordance with the provisions of the Fair Labor Standards Act, eligible employees will be paid overtime at the rate of 1.5 of their base pay. The employee's supervisor must specifically authorize overtime. Time off while on vacation or sick leave cannot be considered hours worked for purposes of determining an employee's overtime. Managerial staff, administrators, and other Fair Labor Standards-exempt employees are not eligible for overtime.

The county offers these employees normal compensatory time, which may be granted at the discretion of the

next-level supervisor, who assesses the number of hours worked, the length of time requested, and the detention needs and work schedule. Earned compensatory time shall be utilized before vacation leave is used, unless the employee will reach his/her maximum vacation accrual allowed. The department may need to use discretion in determining the use of vacation leave before using compensatory time. The department shall make every effort to schedule time off for employees with earned compensatory time.

Special Circumstances/Personnel

Missed Opportunity: Pay, benefit, deadline or other opportunity missed by the deputy due to an action that is considered honorable, rare and in pursuit of the public's good. The Sheriff's Office will count hours normally worked but missed due to the special heroic circumstances as hours that count toward overtime calculations.

On such occasion as the sheriff identifies in writing or his undersheriff (CRS 30-10-506) that an act of a deputy qualifies the deputy for pay beyond and never what is less than what is considered authorized by Federal Rule the amount shall be paid. Such special circumstances shall be fully explained as to their intention and represent such rarity that their particular act is recognized as a special circumstance. Saving the life of a fellow deputy, their own life or the life of a third party would certainly be one example. Whereas the deputy performed under special circumstances but procedures for such a circumstance require certain time to evaluate the circumstance, provide medical or mental health services and render an investigative effort the deputy is given administrative leave with pay. The purpose of the pay is to provide services, extend a separation for clarity of investigation, and provide time off during such events that causes other events beyond the deputies control to be put into motion.

Only the sheriff or in his absence or by his order, the undersheriff as per state law shall in writing describe the special circumstances that will remedy a **missed opportunity** through no fault or cause of the deputy (s). The missed opportunity could be an accrued amount of time, a payroll opportunity or some other opportunity that was missed when the deputy (s) took an action that is perceived by the sheriff as honorable, rare and in pursuit of the public's good. The sheriff can determine to await any board, investigative protocol or other official body as he or she sees fit before deciding to allow a remedy of missed opportunity to occur, the sheriff can determine autonomously if the act by the deputy(s) is impressive enough by the perception of the sheriff to be immediately remedied. Upon the finding of any board, investigative protocol or other official body of circumstances that do not represent the sheriff's initial opinion of the matter, the deputy (s) may be asked to reimburse the county of any value given to the missed opportunity remedy prescribed by the sheriff.

The sheriff shall make note and attest as to the actions of the deputy (s) and indicate that it is more likely than not an act that is in the best interest of the sheriff, the county and the office and identify the remedy of the missed opportunity that is being sought.

Holidays

In accordance with county regulations, full-time employees will be granted holidays by a memorandum from the Pueblo County Board of County Commissioners annually. For leave purposes, holidays falling on Saturday will be celebrated the preceding Friday; those falling on Sunday will be celebrated the following Monday. Shift workers who work on a holiday will be allowed to take the holiday at another time as specified by the shift supervisor in accordance with county policy. <COM 3.2.2 b>, <22.2.1 b>

Other Benefits

Pueblo County will establish additional benefits as needed to provide a total compensation package comparable to those for similar occupational groups in the geographic area. Employees will be provided with information on these benefits during their orientation and will be updated on changes in those policies as they occur.

Worker's Compensation

The County carries, at its expense, workers' compensation insurance coverage to protect employees injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings resulting from work-related injuries. See Pueblo County Personnel Policy and Procedures for details of this benefit.

Medical and Dental Insurance On employment, staff will be provided with information regarding the medical and dental insurance plan offered by the county, including costs. Pueblo County will provide each new employee with a booklet outlining these coverages along with a card to carry including insurance information needed by a hospital or physician.

Election of Continued Medical Coverage (COBRA)

Federal law requires most employers sponsoring group health plans to offer employees and their families the opportunity for a temporary extension of the health coverage referred to as COBRA at group rates in certain instances in which coverage under the plan would otherwise end. The county provides a plan that complies with the provisions of this statute. See Pueblo County Personnel Policy and Procedure Manual for details of this benefit.

Retirement

Subject to the provisions of county regulations, all regular full-time employees are eligible for retirement under the county's retirement system. Pueblo County Human Resources Department will provide specific information to any employee regarding the retirement system.

Regular deductions will be made from each employee's pay as a contribution to the county retirement system. The county's contribution will be a similar amount.

Other features of the county retirement system will be explained in a retirement system publication provided to each new employee at the time of hiring.

All employees contribute to the Social Security Insurance program through payroll deduction. Pueblo County makes a matching contribution.

Pay and Leave Advances

Pursuant to county regulations, no pay or annual leave may be advanced an employee.



By Order of the Sheriff