

RESOLUTION 557

A RESOLUTION REGARDING AN EMPLOYEE SICK BANK CONVERSION TO PAID TIME OFF OR PAYOUT

WHEREAS, the Board of Trustees adopted Resolution 556 approving an update to the Employee Handbook effective January 28, 2023; and

WHEREAS, sick time will no longer accumulate; and

WHEREAS, a sick bank has been defined as the manner to manage sick time accumulated to date for each employee; and

WHEREAS, accumulated sick leave is not paid upon separation of employment; and

WHEREAS, the Board of Trustees have determined that employees will be offered a term to elect for a sick bank conversion to PTO or payout; and

WHEREAS, in the event an employee elects the sick bank conversion or payout, the employee agrees to forfeit 50% of the accumulated hours; and

WHEREAS, this resolution provides the terms and conditions.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD, COLORADO AS FOLLOWS:

- A. A sick bank conversion or payout is a voluntary decision by the employee. Employees may choose to retain the existing sick bank subject to the Employee Handbook in effect.
- B. If the employee chooses to select a sick bank conversion or payout, the employee shall complete the form provided and agree to forfeit 50% of the sick hours accumulated.
- C. The deadline for one-time sick bank conversion or payout is March 24, 2023.
- D. The employee can convert 50% of the sick bank to Paid Time Off (PTO) up to the employee's maximum PTO accrual. (The Town Manager's only option.)
- E. All employees except the Town Manager has the option to request the sick bank payout based on the employee's hourly rate **prior** to 12/31/2022 in the following manner: (Exhibit A)
 1. Paid directly to the employee as wages.
 2. Contribution to the employee's eligible health savings account (HSA) not to exceed the employee's maximum contribution in year 2023.
 3. Reduction to insurance premiums through 2023, with all remaining value forfeited in the event the employee is separated from employment.
 4. Contribution to the employee's 401K or 457 retirement account not to exceed the employee's maximum contribution in year 2023.
- F. Failure to elect a conversion or sick bank pay out on or before March 24, 2023, shall result in forfeiture of the payout option and the employee's sick bank shall be subject the policy for sick bank hours in the existing Employee Handbook.
- G. Effective February 13, 2023.

PASSED, APPROVED, and ADOPTED this 7th day of February 2023, by the Board of Trustees of the Town of Bayfield, Colorado.

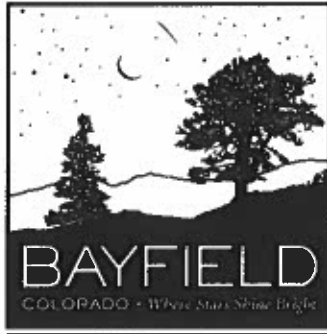
ATTEST:


Kathleen Cathcart, Town Clerk


Ashleigh Tarkington, Mayor

Exhibit A

3049.03 Sick hours for all eligible employees			
Fund-Description	Wages	Wage Cost	Total
Admin	\$11,357.93	\$1,135.79	\$12,493.72
Marshal	\$13,556.22	\$1,355.62	\$14,911.84
Parks	\$1,969.03	\$196.90	\$2,165.94
General	\$26,883.18	\$2,688.32	\$29,571.50
Sewer	\$9,719.14	\$971.91	\$10,691.06
Streets	\$1,072.27	\$107.23	\$1,179.50
Water	\$10,301.93	\$1,030.19	\$11,332.12
	\$47,976.53	\$4,797.65	\$52,774.18



Sick Bank Conversion or Payout Form

Payroll	Employee Name: _____ # _____
	Sick Time Hours Accrued Total as of January 27, 2023: _____
	50% of Sick Time Hours Accrued as of January 27, 2023: _____

I _____ on _____ agree to forfeit 50%
Employee Printed Name Date

Of my sick hours accumulated by the Town of Bayfield as of January 27, 2023.

Employee Signature

And I elect to:

convert my remaining sick hours to Paid Time Off

Or I elect by selecting **one** payout at my hourly rate prior to 12/31/2022 in the following manner:

payout my remaining sick hours as wages

payout my remaining hours by contributing to my eligible health savings account (HSA) not to exceed my eligible maximum in year 2023

payout my remaining hours by reducing my health insurance premium deductions through 2023, with all remaining value forfeited in the event I separate from employment

payout my remaining hours by contributing to my 401K__ or 457__ (Please select one with an **X**) retirement account not exceed my maximum contribution in year 2023