

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: CB2

ORDINANCE NUMBER: 2023-2

**TITLE: AN ORDINANCE AMENDING SECTION 212 AND SECTION 305 OF THE
CITY OF BLACK HAWK EMPLOYEE HANDBOOK**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK,
GILPIN COUNTY:

Section 1. Section 212 of the City of Black Hawk Employee Handbook is amended to read as follows:

212 COMPENSATION POLICY

Salary Range:

The City of Black Hawk's salary range is an important component of our effective compensation program and helps ensure that pay levels for the City's jobs are competitive externally and equitable internally. The salary range controls overall base salary cost by providing a cap on the range paid for particular jobs. The salary range was established with entry levels 10% higher than the average of like positions within the competitive set. A range of 30% 40% is the span between the minimum and maximum base salary paid by the City of Black Hawk. The City may, from time to time, review starting salaries if it is apparent the market has changed for given positions.

Supervisors and Department Directors have the latitude to compensate new employees as much as fifty percent (50%) above at a starting salary within the starting salary range for each position, with City Manager approval.

Section 2. Section 305 of the City of Black Hawk Employee Handbook is amended to read as follows:

305 HOLIDAYS

The City will recognize the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)

- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If an eligible, non-exempt employee is required to work on an actual holiday, they will receive "Holiday Pay," which is defined as one-and-one-half (1½) their regular rate for the actual hours worked, **up to a maximum of ten (10) hours**. ~~the amount of hours recognized for that holiday (eight [8] hours for a full day).~~ All hours worked on a holiday in excess of the ~~recognized~~ **ten (10)** hours will be paid at the employee's straight-time rate.

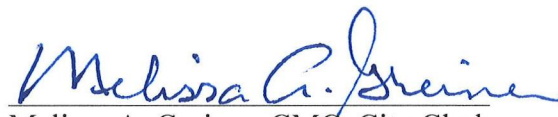
Eligible non-exempt employees may elect to work on a designated holiday and retain their PTO leave to use another day, with prior permission from their supervisor. However, in such case, the employee is not eligible for "Holiday Pay" and will be paid at their straight-time rate.

Essential personnel, including uniformed Fire personnel, Police Officers, Communications Officers, and Public Works personnel who are necessary for the operation of the City will receive "Holiday Pay" for the actual holiday hours if their shifts start on the holiday and they work the number of hours recognized for that holiday.

RESOLVED AND PASSED this 11th day of January, 2023.


David D. Spellman, Mayor

ATTEST:


Melissa A. Greiner, CMC, City Clerk

