

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO, AMENDING CERTAIN PROVISIONS OF THE MANITOU SPRINGS PERSONNEL MANUAL REGARDING THE PERSONNEL APPEALS BOARD AND TRAVEL TIME COMPESNATION.

WHEREAS, on November 3, 2015, the voters of the City of Manitou Springs approved the removal of the Personnel Appeals Board from the City’s Home Rule Charter;

WHEREAS, the City Council desires to amend the Personnel Manual to conform with the election results; and

WHEREAS, the City Council recognizes that the Personnel Manual does not provide guidelines as to when travel time by nonexempt employees is compensable and City Council desires to clarify when travel time is compensable.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1: Sections VII(E) and (F) of the Manitou Springs Municipal Personnel Manual are hereby deleted in their entirety.

Section 2: Section X(A) of the City of Manitou Spring Personnel Manual is hereby amended by the addition of a new subsection 5.

5. For purposes of computing hours worked, when an employee travels away from home overnight on City business, such travel shall be considered work time when it occurs during the employee’s regular work period. Travel time outside the normal work hours is not compensable unless 1) a special one-day work assignment requires travel and work hours in excess of the employee’s regular total hours for the day, or 2) the travel time occurs during the employee’s normal work hours on days the employee would normally have off. Job related training is not considered special one-day assignment.

Section 3: If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4: This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Passed on first reading and ordered published this 1<sup>st</sup> day of December, 2015.

/s/ Donna Kast  
City Clerk

A Public Hearing on this ordinance will be held at the December 15, 2015, City Council meeting. The Council Meeting will be held at 7:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: December 3, 2015 (in full)  
*City's Official Website and City Hall*

Passed on Second Reading and Ordered Published this 15<sup>th</sup> day of December, 2015.

Approved: /s/ Marc A. Snyder  
Mayor and City Council

Attest: /s/ Donna Kast  
City Clerk

Ordinance Published: December 17, 2015 (in full)  
*City's Official Website and City Hall*