

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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November 1, 2010

Bill Ritter, Jr.
Governor

Policy Title: Essential Positions

H. Michael Edwards
Major General
The Adjutant General

Effective Date: 01 November 2010

Summary: Provides Policy on Essential Positions

Applicability: All State Employees of DMVA

Staff Proponent: Human Resources

Supersedes: 18 March 2002; Overtime Policy – Essential Employees

A. Purpose: To clarify the definition of essential and to identify positions within DMVA that shall have paid leave counted as work time for overtime purposes.

B. Background: On July 1, 1994, Senate Bill 94 became effective. This Bill directed the State of Colorado to adopt procedures to count paid leave (holidays, sick leave, annual leave, etc.) as working time in determining overtime work for classified State employees required to perform essential services. Those changes were incorporated into *Colorado Statute* under C.R.S. 2-50-104.5(1) and in *Colorado Personnel Rules and Administrative Procedures* under rule 3-37.

C. Definitions:

- “Essential Services” are those required to maintain or protect the health, safety or physical well-being of base personnel, property, equipment, and facilities given the conditions of the emergency at hand as the majority of their assignment on an on-going basis.
- “Weather or Event Essential Services” are those positions required to maintain or protect the health, safety or physical well-being of base personnel, property, equipment, and facilities during specific periods such as when weather conditions or an emergency event might create hazardous conditions or significantly impair normal operations of DMVA such as those produced by severe thunderstorm activity, tornadoes, flooding, snow, or other natural perils as an example.

D. Policy: DMVA adopts both categories of essential employee designations. Positions that are designated in each category are as follows:

Essential: Buckley Transportation Maintenance I, II, and III Personnel; Air Traffic Controller I, II, and III Personnel; Air National Guard Patrol Officer I, II, and III Personnel.

Weather or Event Essential: Buckley Equipment Mechanic I and II Personnel; Buckley and Greeley Structural Trades I, II, and III Personnel; Buckley Electrical Trades I, II and III Personnel; Buckley Pipe/Mechanical Trades I and II Personnel; Buckley LTC Operations II Personnel; Buckley and Greeley Grounds & Nursery I and II Personnel; Greeley Custodial Personnel; Centennial Structural Trades I, II, and III Personnel; and Buckley Armory Structural Trades I, II, and III Personnel.

Official:

//signed//

H. Michael Edwards
The Adjutant General

Distribution: DMVA Staff Proponents
DMVA Website