



Operating Protocol & Procedure

Details

Number: 244

Title: Employee Benefits

Category: Employees

Responsibility: Human Resources

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Effective Date: 10/10/16

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Reviewed: May 2024

Purpose

To identify the benefits available to employees, eligibility, and procedures for utilization.

Applicability

Faculty, Classified Staff, and Administrative/Professional/Technical (APT) staff.

Definitions

None.

References

Colorado Department of Personnel Board [Rules and Administrative Procedures](#)

Board Policy BP 3-60, Employee Benefits and Leave

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-60-employee-benefits/>)

System Procedure SP 3-60a, Employee Benefits

(<https://cccs.edu/policies-and-procedures/sp-3-60a-employee-benefits/>)

System Procedure SP 3-60b, Employee Leave

(<https://cccs.edu/policies-and-procedures/sp-3-60b-employee-leave/>)

Attachments

None

Operating Protocol

Employment at Pueblo Community College affords the employee certain health, retirement, leave, and educational benefits (tuition assistance and tuition scholarships). Employee benefits are dependent upon the classification of the employee and are offered and administered in accordance with Board Policy and/or State Personnel Rules.

Procedure

New hires must enroll in benefits within 30 days of employment. Current employees must enroll in benefits during the “Open Enrollment” period annually. Failure to enroll in a timely manner may result in the employee’s forfeiture of benefits until the next enrollment period.

Leave benefits do not require enrollment and are managed according to the leave type and Board Policies and/or State Personnel Rules.

An employee must inform HR promptly when a change in life circumstances alters the employee's benefit status such as birth of a child, marriage, divorce, loss of spousal coverage, and others.