

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 60-R-2021**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AMENDING
THE EMPLOYEE HANDBOOK**

WHEREAS, the Town of Mead has previously adopted an Employee Handbook, most recently amended on February 10, 2020 (the “Employee Handbook”); and

WHEREAS, certain changes to the text of the Employee Handbook have been suggested by the Town’s Human Resources consultant, specifically Ms. Elaine Alberding with Precision Employment Consulting, LLC; and

WHEREAS, the consultant is recommending the following changes to the Employee Handbook including: (1) overtime policy changes; (2) accruals under the paid time off policy; (3) an option to use a holiday as floating; (4) adjust the Town’s bereavement leave policy; and (5) add an electronic mail section under Employee Conduct; (6) general clean up to several sections; and other changes as set forth therein; and

WHEREAS, the Town Manager and Department Heads support the proposed amendments; and

WHEREAS, the Board of Trustees desires to amend the Employee Handbook to incorporate the amendments set forth in the Employee Handbook (*Latest Revision: November 8, 2021*), which is attached to this Resolution as **Exhibit 1**,

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado that;

Section 1. The Board of Trustees hereby amends the Employee Handbook to incorporate the revisions described above and adopts the Employee Handbook (*Latest Revision: November 8 2021*), in the form attached to this Resolution as **Exhibit 1**.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 8TH DAY OF NOVEMBER, 2021.

ATTEST:

By:


Mary E. Strutt, MMC Town Clerk



TOWN OF MEAD

By:


Colleen G. Whitlow, Mayor

Exhibit 1

Employee Handbook (*Latest Revision: November 8, 2021*)
(attached)