



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2026-026  
A RESOLUTION APPROVING AN AMENDMENT TO THE TOWN OF ALPINE  
EMPLOYEE POLICY AND PROCEDURE MANUAL REGARDING TOWN  
ADMINISTRATOR SEVERANCE**

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**WHEREAS**, the Town of Alpine maintains an Employee Policy and Procedure Manual to establish policies and procedures governing employment with the Town; and

**WHEREAS**, the Town Council recognizes that the Town Administrator serves at the direction of the governing body and that changes in administration, organizational priorities, or operational structure may result in separation from employment through no fault of the employee; and

**WHEREAS**, the Town Council finds it necessary and appropriate to amend the Employee Policy and Procedure Manual to establish a severance policy applicable to the Town Administrator position; and

**WHEREAS**, the Town Council desires to clarify the circumstances under which severance may be provided and to reaffirm the at-will employment status of Town employees;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Town of Alpine, Wyoming, that the Employee Policy and Procedure Manual is hereby amended by adding the following subsection under the “General Employment” section following “Termination, Resignation and Discharge”:

**Town Administrator Severance**

In the event the Town Administrator is discharged by the Town through no fault of their own during the first two years of employment, the Town Administrator shall receive severance pay equal to eight weeks of the Town Administrator’s regular base pay.

This severance benefit shall only apply during the first two years of the Town Administrator’s employment with the Town. After the completion of two years of employment, the Town Administrator shall not be eligible for severance under this section unless separately approved by the Town Council in writing.

For purposes of this policy, “discharged through no fault of their own” means separation initiated by the Town that is not based on misconduct, violation of Town policy, neglect of duty, insubordination, dishonesty, criminal conduct, job abandonment, failure to perform assigned duties, or other cause attributable to the Town Administrator’s conduct or performance.

Severance under this section shall not apply in the event of voluntary resignation, retirement, death, expiration of a temporary appointment or contract term, mutual separation unless expressly approved by the Town Council, or discharge for cause.

Payment of severance under this section shall be subject to all applicable payroll deductions and withholdings. Severance shall be calculated using the Town Administrator’s regular base rate of pay at the time of separation and shall not include overtime, bonuses, allowances, reimbursements, accrued leave, or other benefits unless otherwise required by law or separately approved by the Town Council.

This section does not alter the at-will employment status of the Town Administrator or any other Town employee. Nothing in this section shall be construed as creating a contract of employment or limiting the Town’s authority to terminate employment in accordance with applicable law and Town policy.

**BE IT FURTHER RESOLVED** that this amendment shall become effective immediately upon adoption and shall be incorporated into the official Town of Alpine Employee Policy and Procedure Manual.

**PASSED, APPROVED, AND ADOPTED** by the Town Council of the Town of Alpine, Wyoming, this 19<sup>th</sup> day of May 2026.

**VOTING RECORD:**

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>
	<i>Scaffide:</i>

Signed:

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Eric Green, Mayor of Alpine

ATTEST:

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Monica Chenault, Town Clerk/Treasurer