



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-022  
A RESOLUTION ADOPTING THE UPDATED EMPLOYEE POLICY & PROCEDURE  
MANUAL**

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**WHEREAS**, the Town Council of the Town of Alpine, Wyoming, after thorough review and consideration, recognizes the importance of maintaining clear and current personnel policies to guide the conduct and operation of Town employees;

**WHEREAS**, the Town has recently completed an update to its Employee Policy and Procedure Manual to reflect changes in law, best practices, and organizational needs;

**WHEREAS**, it is the intent of the Town Council to formally adopt the updated Manual, thereby designating it as the official edition of Town personnel policies and procedures;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING, THAT:**

**1. Adoption of Manual**

The Town Council hereby adopts the updated Town of Alpine Employee Policy and Procedure Manual, dated July 1, 2025, in its entirety, and designates it as the official personnel policy manual of the Town.

**2. Effective Date**

This Resolution shall be effective immediately upon adoption.

**3. Supersedure**

Upon its effective date, the updated Manual supersedes any and all prior versions of the Employee Policy and Procedure Manual previously adopted or adopted by reference by the Town.

**4. Implementation**

Town staff and officials are directed to distribute the updated Manual to all current employees and provide access to new employees as part of orientation.

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**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer