



## **STAFF REPORT**

**TO:** Mayor and Town Council

**FROM:** Monica Chenault, Clerk/Treasurer

**DATE:** June 5, 2026

**RE: Resolution No. 2026-028 – Amendment to the Employee Policy and Procedure Manual Regarding Clerk/Treasurer Severance and Payroll Schedule**

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### **Purpose:**

The purpose of Resolution No. 2026-028 is to amend the Town of Alpine Employee Policy and Procedure Manual to establish a severance policy specific to the Clerk/Treasurer position and to clarify the Town’s payroll schedule and payroll publication procedures.

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### **Background:**

The Clerk/Treasurer position serves a critical administrative and financial role within the Town of Alpine. Due to the nature of the position, changes in administration, organizational priorities, or operational restructuring may result in employment separation that is not related to employee misconduct or performance. The proposed amendment establishes a limited severance provision applicable to the Clerk/Treasurer position during the first two years of employment.

Additionally, staff is recommending clarification of the Town’s payroll schedule language to formally establish Wednesday payroll dates and authorize the Clerk/Treasurer to annually publish the official payroll calendar and adjust payroll dates when holidays or office closures occur.

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### **Proposed Amendments**

#### **1. Clerk/Treasurer Severance Policy**

The proposed amendment adds a new subsection under the “General Employment” section of the Employee Policy and Procedure Manual following “Termination, Resignation and Discharge.”

The amendment would provide:

- Eight (8) weeks of severance pay to a Clerk/Treasurer discharged through no fault of their own during the first two years of employment.

- Clarification that the severance benefit does not apply after two years of employment unless separately approved by the Town Council in writing.
  - Definitions outlining circumstances that do not qualify for severance, including termination for cause, resignation, retirement, misconduct, or failure to perform assigned duties.
  - Clarification that severance pay is subject to standard payroll deductions and does not alter the Town's at-will employment status.
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## **2. Payroll Schedule Amendment**

The proposed amendment updates the "Paychecks" section of the Employee Policy and Procedure Manual to clarify:

- Employees are paid bi-weekly on Wednesdays following the end of the pay period.
  - Payroll dates may be adjusted when holidays or office closures occur.
  - The Clerk/Treasurer shall annually publish the official payroll schedule.
  - Payroll continues to be processed through direct deposit.
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## **Staff Recommendation**

Staff recommends approval of Resolution No. 2026-028 amending the Town of Alpine Employee Policy and Procedure Manual regarding Clerk/Treasurer severance and payroll schedule procedures.