



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2026-028**

**A RESOLUTION APPROVING AN AMENDMENT TO THE TOWN OF ALPINE  
EMPLOYEE POLICY AND PROCEDURE MANUAL REGARDING  
CLERK/TREASURER SEVERANCE AND PAYROLL SCHEDULE**

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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 Clerk/Treasurer position serves a critical administrative and financial function for the Town 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 Clerk/Treasurer position; and

**WHEREAS**, the Town Council further desires to update and clarify the Town’s payroll schedule and payroll publication procedures;

**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 as follows:

**Section 1. Addition of Clerk/Treasurer Severance Policy**

The following subsection shall be added under the “General Employment” section following “Termination, Resignation and Discharge”:

**Clerk/Treasurer Severance**

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

This severance benefit shall only apply during the first two years of the Clerk/Treasurer’s employment with the Town. After the completion of two years of employment, the Clerk/Treasurer 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 Clerk/Treasurer’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 Clerk/Treasurer'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 Clerk/Treasurer 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.

## **Section 2. Amendment to Payroll Schedule**

The "Paychecks" section of the Employee Policy and Procedure Manual shall be amended to read as follows:

### **Paychecks**

The Town of Alpine pays its employees bi-weekly on Wednesdays following the end of the pay period. If payday falls on a federal holiday or when Town offices are otherwise closed, employees will receive their paycheck on an alternate business day as determined and published by the Clerk/Treasurer.

The Clerk/Treasurer shall publish the official payroll schedule annually. Unless otherwise published by the Clerk/Treasurer, payroll dates shall occur on Wednesdays.

Paychecks are directly deposited into employees' checking and/or savings accounts.

**BE IT FURTHER RESOLVED** that these amendments 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 2<sup>nd</sup> day of June 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