



Agenda Item Summary

MEETING DATE: January 13, 2025

SUBJECT: **Resolution No. 03-R-2025** – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook

PRESENTED BY: Mary E. Strutt, Administrative Services Director
Kathie Guckenberger, Deputy Town Attorney

SUMMARY

In 2008, (Resolution No. 5-R-2008) the Town adopted an Employee Handbook (“the Handbook”) which provides an overview of the employment policies, procedures and benefits of the Town of Mead. The Handbook is periodically revised and updated to keep current with changing employment laws and cultures. The most recent revision was adopted by the Board on November 27, 2023.

Staff has reviewed the handbook along with the Town’s human resources consulting firm, CPS HR Consulting, and the Town Attorney to recommend revisions based on changing employment law, changing culture, review of benefit offerings and general updates including to improve the flow of the document.

Benefit offerings were reviewed as part of the 2024 Compensation Study. Recommendations were presented to the Board for benefit enhancements including changing the date of PTO accrual rate increases, implementing a Length of Service Award program and increasing the physical fitness reimbursement under the wellness program. The PTO and Length of Service Awards are included in the Handbook, while physical fitness reimbursement is not generally included but approved internally.

The attached REDLINE version will show all of the Handbook changes. Notable changes are listed below.

- Section I – Introduction
 - Updated section based on changing employment law and to standardize verbiage.
- Section II – Classifications of Employment
 - Definitions of Exempt Employees and Non-Exempt Employees is added from Definitions.
 - Transfers and Promotions moved to Section V.
- Section III – Compensation
 - Split section and created new Benefits Section IV.
 - Added Items on Timekeeping procedures and Wage Garnishment
 - Provided clarification on Performance Evaluations and Payroll Deductions.
- Section IV – Benefits
 - This section was separated out from Compensation (III) as a stand-alone section which describes the basic benefits available to Town employees.
 - Length of Service Award. New discretionary item added as an option to recognize years of service for eligible long-term dedicated employees.

- Section V – Work Policies
 - Accommodation for Nursing Mothers section was added to facilitate compliance with state law.
 - Transfers and Promotions relocated from Section II.
 - Expenses item added.
 - Motor Vehicle Policy updated based on recommendations from CIRSA to identify consequences of deviating from the motor vehicle policy.
- Section VI – Leave
 - PTO (Paid Time Off) charts for both general government and sworn police officers were adjusted to allow for increases in the accrual rate to be effective annually on the employee’s anniversary date.
 - Sick Leave for Temporary Employees item was added to incorporate the Town’s HFWA Policy into the Employee Handbook.
 - Public Health Emergency Supplemental Leave item added based on current employment law.
 - Voting Time item improved clarity.
 - Domestic Abuse Leave item added.
 - Workers Compensation item moved to Section X.
- Section VII – Employee Conduct
 - Conflict of Interest, Acceptance of Gifts, Nepotism, Personal Business, Inspections & Searches and Off-Duty Conduct relocated from other sections.
 - Computer, Email, Media Relations and Social Media moved into new Section XI Communications.
- Section VIII – At-Will Employment and Discipline
 - No significant changes.
- Section IX – Separations
 - No significant changes.
- Section X – Employee Health and Safety
 - Wellness relocated to Benefits Section IV.
 - Workers Compensation previously in Section VI.
 - Alcohol and Drug items incorporated into this section.
 - Drug Testing Procedures removed from the Handbook to a separate internal policy.
 - Public Health Emergency Whistleblower Law (PHEW) item added.
- Section XI – Communications Systems
 - Section added for ease of flow. The policies were relocated from VII section.
- Section XII – Miscellaneous Provisions
 - For clarity, some items were moved to other sections: Nepotism, Gift Ban, Personal Business, and Whistleblower Protection Policy.
- Section XIII – Definitions
 - Removed two unused terms
- Section XIV – Employee Acknowledgement

Resolution No. 03-R-2025 (the “Resolution”) adopts the January 13, 2025 revision to the Town of Mead Employee Handbook.

FINANCIAL CONSIDERATIONS

Generally, the recommended handbook revisions are policy changes which will have little or no financial impact. Specific changes with financial impact are:

- Changing PTO accrual anniversaries. PTO is a replacement of salary, so there is no annual financial impact of this revision. However, there may be a slightly increased liability for PTO earned.
- Length of Service Awards. Based on current staffing the maximum annual financial impact for this discretionary item is anticipated to be \$ 4,000 for the calendar year.
- Physical Fitness Reimbursement - Increasing the monthly Physical Fitness Reimbursement amount from \$15 per month to \$30 per month would have an anticipated annual financial impact of \$ 3,600, based on current participation in the program.

All of the above financial changes were included in the 2025 Budget approved by the Board of Trustees on December 9, 2024.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the January 13, 2025 Consent Agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

Suggested motion:

“I move to adopt Resolution No. 03-R-2025 – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook.”

ATTACHMENTS

Resolution No. 03-R-2025

Exhibit A to Resolution (Employee Handbook, Latest Revision January 13, 2025)

Employee Handbook 01.13.2025 REDLINE