

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 03-R-2025**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AMENDING THE EMPLOYEE  
HANDBOOK**

**WHEREAS**, pursuant to its authority under Section 2-3-90 of the Mead Municipal Code, the Board of Trustees (“Board”) of the Town of Mead (the “Town”), has previously adopted an Employee Handbook containing rules, regulations, and terms and conditions regarding governing the employment of Town employees (the “Employee Handbook”); and

**WHEREAS**, the Board most recently amended the Employee Handbook on November 27, 2023; and

**WHEREAS**, staff and the Town’s human resources consultant, CPS HR Consulting, LLC has recommended certain changes to the Employee Handbook to keep current with changing employment laws and cultures; and

**WHEREAS**, amendments to the Employee Handbook are also recommended to enhance benefit offerings and improve the flow of the document; and

**WHEREAS**, such amendments are further described in the Agenda Item Summary prepared for the January 13, 2025 Regular Meeting of the Board; and

**WHEREAS**, the Town Manager and Department Heads have reviewed the proposed changes and support the proposed amendments; and

**WHEREAS**, the Board desires to amend the Employee Handbook in substantially the same form as attached to this Resolution as **Exhibit 1**; and

**WHEREAS**, the Board further desires to authorize the Town Manager to issue, on a discretionary basis, a Length of Service Award to eligible employees as set forth in **Exhibit 1**; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Mead, Weld County, Colorado that;

**Section 1.** The Board of Trustees hereby (1) amends the Employee Handbook to incorporate the revisions described above and adopts the Employee Handbook in substantially the same form attached to this Resolution as **Exhibit 1**; and (2) authorizes the discretionary Length of Service Award as outlined in the **Exhibit 1**.

**Section 2. Effective Date.** This resolution shall become effective immediately upon adoption.

**Section 3. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 4. Certification.** The Town Clerk shall certify to the passage of this resolution and

make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 13<sup>TH</sup> DAY OF JANUARY, 2025.**

**ATTEST:**

**TOWN OF MEAD**

By: \_\_\_\_\_  
Mary E. Strutt, MMC, Town Clerk

By: \_\_\_\_\_  
Colleen G. Whitlow, Mayor

**Exhibit 1**

Employee Handbook (*Latest Revision: January 8, 2025*)  
(attached)