



## Agenda Item Summary

---

MEETING DATE: November 27, 2023

SUBJECT: **Resolution No. 70-R-2023** – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook

PRESENTED BY: Elaine Alberding, Precision Employment Consulting, LLC  
Mary E. Strutt, Administrative Services Director

---

### 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 14, 2022.

The Town’s Human Resources Consultant, Elaine Alberding with Precision Employment Consulting, LLC. has reviewed the Handbook along with staff and the Town Attorney. Recommended revisions include:

- Updated the "Harassment" section in accordance with the Colorado POWR Act.
- Added information about benefits offered by the Town in the newly titled "Compensation and Benefits" section and moved "Adjustments to Pay" section to flow better.
- Added additional provisions to the HFWA definition (per Colorado law) in the "PTO" section. This does not change the ability of employees to use approved PTO leave to manage their personal needs.
- Defined part-time accrual in the "PTO" section.
- Amended requirements for the "PTO Donation" policy and renamed it “Leave Sharing Program” to match IRS guidelines.
- Defined part-time employees and added Juneteenth to the "Holidays" section (including increasing police PTO accrual rates to reflect the additional holiday hours).
- Amended the "Active-Duty Training" / Military Leave policy.
- Increased the amount for the “Gift Ban” policy to \$75 (was \$50) in accordance with law .

Resolution No. 70-R-2023 (the “Resolution”) adopts the November 27, 2023 revision to the Town of Mead Employee Handbook

### FINANCIAL CONSIDERATIONS

---

These are policy changes which will have minimal financial impact. Adding the Juneteenth holiday will increase town paid holidays from eleven (11) to twelve (12). Commissioned police officers receive these holiday hours in the form of PTO.

## STAFF RECOMMENDATION/ACTION REQUIRED

---

A motion to approve the November 27, 2023 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. 70-R-2023 – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook.”

## ATTACHMENTS

---

Resolution No. 70-R-2023

**Exhibit A** to Resolution (Employee Handbook, Latest Revision November 27, 2023)

Employee Handbook 11.22.2023 REDLINE