

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 70-R-2023**

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

**WHEREAS**, the Board of Trustees for the Town of Mead (the “Town”), has previously adopted an Employee Handbook (the “Employee Handbook”); and

**WHEREAS**, the Board of Trustees most recently amended the Employee Handbook on November 14, 2022 (the “Employee Handbook”); and

**WHEREAS**, the Town’s Human Resources consultant, Elaine Alberding with Precision Employment Consulting, LLC, has recommended certain changes to the Employee Handbook to keep current with changing employment laws and cultures; and

**WHEREAS**, such amendments include: (1) add Juneteenth holiday and incorporate related changes to Police commissioned officers PTO accrual rates; (2) revise “Pay Plan” section to “Compensation and Benefits” to add information about benefits offered and improve the flow of the section; (3) revisions to certain policy language to account for recent changes to laws and regulations; and (4) other changes as set forth therein; and

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

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

**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 amends the Employee Handbook to incorporate the revisions described above and adopts the Employee Handbook (*Latest Revision: October 30, 2023*), in substantially the same form attached to this Resolution as **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 Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.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 27<sup>TH</sup> DAY OF NOVEMBER, 2023.**

**ATTEST:**

**TOWN OF MEAD**

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

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

**Exhibit 1**

Employee Handbook (*Latest Revision: November 27, 2023*)  
(attached)