



Agenda Item Summary

MEETING DATE: November 14, 2022

SUBJECT: **Resolution No. 84-R-2022** – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook

PRESENTED BY: Elaine Alberding, Precision Employment Consulting, LLC
Mary Strutt, Town Clerk / Treasurer

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 8, 2021.

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

- Updating Americans with Disability Act (“ADA”) policy to reference the required disability accommodation paperwork;
- Adding the Town’s Pay Philosophy;
- Revising Holiday and Overtime Pay to allow overtime to accrue during a holiday week;
- Clarifying application of the Essential Personnel Policy
- Updating the Dress Code Policy;
- Incorporating the following standalone policies into Handbook:
 - Motor Vehicle Policy
 - Travel Policy
 - Social Media Policy
- Clarifying the Paid Time Off (“PTO”) PTO Policy;
- Revising the PTO Buyback Policy to reflect a one-to-one (1:1) buyback (from 2:1);
- Adding a Family Medical Leave Act (FMLA) Policy (50 or more employees);
- Adding a Contact with Law Enforcement Policy;
- Updating the Drug and Alcohol Policy for better flow to the language;
- Removing duplicate policy language;
- Updating all policies in accordance with current laws; and

- Revising the Employee Acknowledgement Language.

Resolution No. 84-R-2022 (the “Resolution”) adopts the November 14, 2022 revision to the Town of Mead Employee Handbook.

FINANCIAL CONSIDERATIONS

These are policy changes which will have minimal financial impact. The changes to overtime pay on holiday hours will increase the Town’s financial liability slightly for overtime pay. The update to the PTO buyback will have a financial impact adjusting it from a two-to-one (2:1) to one-to-one (1:1) buyback ratio. Since PTO is already budgeted for, the buyback program will allow for future budget relief since the PTO will not remain in the employee’s account.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the November 14, 2022 Consent Agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

“I move to adopt Resolution No. 84-R-2022 – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook.”

ATTACHMENTS

Resolution No. 84-R-2022

Exhibit A to Resolution (Employee Handbook, Latest Revision November 14, 2022)