

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 84-R-2022**

**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 8, 2021 (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; and

**WHEREAS**, such amendments include: (1) changes to the Town’s overtime, PTO, and ADA policies (2) the addition of a new Contact with Law Enforcement and a Family Medical Leave Act policies; (3) revisions to all policy language to account for updated laws and regulations; (4) incorporating the Town’s standalone policies into one Handbook (motor vehicle, travel, and social media); (5) the general clean up to several sections; and (6) 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: November 14 2022*), 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 Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.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 14<sup>TH</sup> DAY OF NOVEMBER, 2022.**

**ATTEST:**

**TOWN OF MEAD**

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

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

**Exhibit 1**

Employee Handbook (*Latest Revision: November 14, 2022*)  
(attached)