



To: Mayor and Council  
From: Jay Brunvand  
Date: April 16, 2025  
Agenda Item: Employee Handbook

---

**REQUEST:**

Review proposed Employee Handbook changes.

**INTRODUCTION:**

Town Staff have been working for some time to address necessary changes to our existing Employee Handbook. The current handbook was created in 1998 and in the ensuing years has seen no material change. As a result, and with the consultation and recommendations of Employers Council of Colorado, the book was essentially completely reorganized and rewritten. I have attached a brief memo and the proposed manual for your review and discussion during the April 16 council meeting.

**ANALYSIS:**

The proposed manual is a new and rewritten adaptation of our Employee Manual. Although I will explain the changes and the effects of those changes, all of them have been approved by Employers Council legal and brings us into current compliance with employment law and best practices.

This rewrite is much more than an update. The proposed manual streamlines the manual to cover practices and benefits and removes procedural items such as how we advertise jobs, review salary ranges, employment orientation, performance reviews, and other policy items that are better kept in a separate Policy Manual, not an Employee Manual.

**COMMUNITY INPUT:**

n/A

**BUDGET / STAFF IMPACT:**

N/A

**STRATEGIC PLAN ALIGNMENT:**

In accordance with Strategy #1 to practice fair, transparent, and communicative local government.

**RECOMMENDED ACTION OR PROPOSED MOTION:**

There is no approval requested at this meeting. Staff is looking to answer questions and concerns the council may have related to the rewrite.

**ATTACHMENTS:**

- Rewritten Employee Manual