



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: January 23, 2025	ITEM NO.	SUBJECT: Resolution to Approve Revisions to Employee Handbook
Presented by: Town Administrator /Clerk		

Background

The revised version of the handbook was previously distributed providing the following amendments –

- Numerous grammatical edits
- One third portion of unused sick leave to be paid out to employees resigning in good standing after a minimum of ten years of service
- Clarify:
 - Eligibility for various leave benefits
 - Compensatory time
 - Eligibility for employee benefits and paid leave

At the time of distribution, the Board requested information comparing the total vacation accrual hours (currently maximum of 480 hours). Staff is researching this and obtained data from a few other like municipalities (Mead, Elizabeth); however, other employers lump all paid leave in one bucket – PTO – vs separated by vacation and sick leave. Additionally, some carve out separate benefits for the Police Department. The maximum hours for the highest tiers of accrual ranges from 384 hours to 444 hours.

The redline draft of the handbook is also under a legal/HR review by Employers Council (EC) and it is not expected until the last week of January. Therefore, staff suggests that this item be tabled to a future meeting to include the recommendations from EC. Furthermore, staff will remove the recommendation to alter the sick paid leave at this time. The intention was to consider adding benefits to the employees. Instead, in the coming months, staff can research a comprehensive review of all benefits to round them out further, not only for long-term employees, but to attract early-career employees to the Town.

Recommended Action

Table to a future meeting.