



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

DATE: January 9, 2025	ITEM NO.	SUBJECT: Review Revisions to Employee Handbook for 2025
Presented by: Town Administrator /Clerk		

Background

This item is to distribute and review the red-line version of the revised handbook for Board consideration. Amendments include the following –

- 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

The redline draft is also under a legal HR review by Employers Council.

Recommended Action

Provide any feedback relating to the amended employee handbook.