



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

DATE: February 13, 2025	ITEM NO.	SUBJECT: Resolution to Approve Revised Employee Handbook
Presented by: Town Administrator /Clerk		

Background

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

- Numerous grammatical edits
- Clarification of eligibility for various leave benefits, comp time

The draft version of the handbook also was submitted for legal/HR review by Employers Council (EC), and includes the suggested language, addressing the following areas –

- Removed language about termination with various policies
- Amended smoking distance from main entrance (to 25 ft)
- Clarified language throughout
- Added language to discipline
- Added language to anti-violence

The enclosed version also excludes any proposed alteration of the sick paid leave reimbursement at this time. The intention was to consider adding benefits to the employees. Instead, staff will determine a comprehensive review of all benefits at a future date to be considered.

Recommended Action

Approve the revised handbook with modifications presented.