



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

<b>DATE:</b> January 25, 2024	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Adopt Revisions to Employee Handbook
<b>Presented by:</b> Town Administrator		

**Background**

As previously reviewed and discussed with the Board, the enclosed handbook copy reflects suggestions made by Trustee Ball to the employee handbook. The revisions for Section 1.2 and provided to align with the town code pursuant to Section 2.08.060. Section 1.6 language was reviewed by legal and a copy provided to Employers Council for review. Any feedback will be provided at the meeting.

**Recommended Action**

Town staff supports the modifications as presented.