



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

DATE: January 26, 2023	ITEM NO.	SUBJECT: Resolution to Approve Revised EE Handbook
Presented by: Town Administrator /Clerk		

As previously reviewed and distributed, the enclosed employee handbook is revised with punctuation and grammar clean up and slight change or addition to align with current practice or further benefit town staff. There have been no questions from Board members on this revision.

The following highlights amended sections:

- Sec 2.5 – correct number of required days to report injury
- Sec 3.3 – correct number of days absent
- Sec 3.7 – add “rehire”
- Add Sec 3.21 – inclement weather (office delay or closure procedure)
- Sec 4.8, 4.11 – address compensatory time
- Sec 5.0 – modify eligibility of benefits to regular scheduled 35+ hours
- Sec 6.0 – modify eligibility of paid leave to regular scheduled 35+ hours
- Sec 6.3 – clarify process for hourly personnel paid/working an observed holiday
- Sec 7.2 – remove “retirement” as all resignation treated same

Approval of the resolution will make the enclosed changes effective for town staff.