



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

DATE: January 11, 2024	ITEM NO.	SUBJECT: Resolution to Adopt the Revised Employee Handbook for 2024
Presented by: Town Administrator		

Background

Previously the red-line version of the revised handbook was distributed to the Board for review. No comments were received about the revisions made.

Amendments include the following –

- Numerous grammatical edits
- Expanded use of sick leave, as required
- Clarify:
 - Employee review
 - Compensatory time
 - Eligibility for employee benefits and paid leave
- Add rehire eligibility if a position is modified/terminated

Recommended Action

Approve the amended employee handbook as presented.