

ORDINANCE NO. 2013-003

**AN ORDINANCE ADOPTING A PERSONNEL HANDBOOK AND
ORGANIZATIONAL CHART FOR THE TOWN OF CRESTONE, COLORADO**

WHEREAS, the Town Manager of the Town of Crestone has reviewed sample personnel policies and has developed a personnel handbook for the Town of Crestone as well as an organizational chart, which demonstrates supervision and authority exercised over town personnel by the Town Board or Town Manager; and

WHEREAS, the Town Board believes the personnel handbook and organizational chart should be implemented as an ordinance of the Town.

NOW THEREFORE be it ordained by the Board of Trustees of the Town of Crestone that the Town of Crestone Personnel Handbook attached hereto as Exhibit A and the Town of Crestone Organizational Chart attached as Exhibit B are hereby adopted to govern the various levels of responsibility, employee conduct and personnel matters in the administration of town government.

Be it further ordained that said manual and organizational chart, may, from time to time, be amended by Resolution of the Town Board of Trustees.

THE BOARD OF TRUSTEES FINDS THAT THIS ORDINANCE IS NECESSARY TO THE IMMEDIATE PRESERVATION OF THE PUBLIC PEACE, HEALTH, AND SAFETY, DUE TO THE PRESENT UNCERTAINTY REGARDING SUPERVISORY AUTHORITY IN THE TOWN OF CRESTONE AND LACK OF AN EXISTING PERSONNEL POLICY MANUAL, AND SHALL TAKE EFFECT AND BE ENFORCED FROM AND AFTER PASSAGE OF THE SAME.

Introduced, read in full, approved and signed this 10th day of June, 2013.



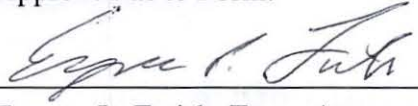
Karina Danforth, Mayor

Attest:



Akia Tanara, Town Clerk

Approved as to Form:



Eugene L. Farish, Town Attorney

CERTIFICATION

I hereby certify that the within Ordinance was introduced, read in full and adopted at a regular meeting of the Crestone Board of Trustees on the 10th day of June, 2013, and that said Ordinance was published by title in The Crestone Eagle on the 1st day of July, 2013



Akia Tanara, Town Clerk

