

RESOLUTION # 013-2022

A RESOLUTION OF THE BOARD OF TRUSTEES AMENDING THE PERSONNEL HANDBOOK FOR THE TOWN OF CRESTONE

WHEREAS, the Town of Crestone adopted Ordinance # 2013-003 (An Ordinance Adopting a Personnel Handbook and Organizational Chart for the Town of Crestone) in February, 2013; and

WHEREAS, Ordinance # 2013-003 provided that the Personnel Handbook could be amended by Resolution of the Town Board of Trustees; and

WHEREAS, the Personnel Handbook has now been incorporated into the Crestone Municipal Code as Appendix 2C.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Crestone, Colorado that the Personnel Handbook be amended by removing sections 6.1.02 and 6.1.03 and replacing them with the following language:

“6.1.02 Vacation leave time shall be accrued for employees as follows:

Vacation leave shall accrue by three (3) minutes for every hour worked. Vacation leave hours shall be capped at 166 hours, after which employees shall accrue no new vacation leave until their earned hours drop below the cap. Employees are expected to use accrued vacation leave the year in which it is accrued. Upon termination (except termination for cause), accrued but unused vacation leave is paid out at a rate of 100% of the employee's calculated hourly rate up to a maximum of 166 hours.

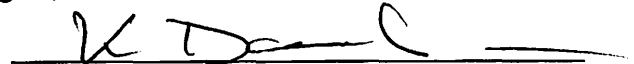
6.1.03 Sick leave time shall be accrued for employees as follows:

Sick leave shall accrue by three (3) minutes for every hour worked. Sick leave hours shall not be capped. Upon termination, accrued sick leave hours shall not be paid. Sick leave can be taken to address the health needs of the employee, the employee's spouse, child, or other family member in the household.”

Section 7.1.04 is also to be removed and replaced with the following language:

“7.1.04 The Town offers a dental insurance benefit for all employees who complete a 90-day probationary period from their date of hire. The Town also offers a health insurance benefit for all employees who complete a 90-day probationary period from their date of hire. Premiums for the health insurance benefit are covered 100% by the Town for full-time employees, and 50% by the Town for part-time employees. Employees and contractors may refuse these benefits if they wish.

DONE and SIGNED this 8th day of August, 2022.



Kairina Danforth, Mayor

ATTEST: Allyson Ransom

Allyson Ransom, Town Clerk