

RESOLUTION #003-2014

A RESOLUTION AMENDING CERTAIN SECTIONS OF THE PERSONNEL HANDBOOK OF THE TOWN OF CRESTONE

WHEREAS, the Town of Crestone, Colorado, adopted Ordinance 2013-003 on June 10, 2013, which established a personnel policy for town employees; and

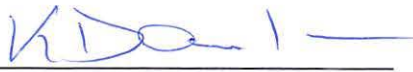
WHEREAS, the Town Administrator has recommended certain amendments to said policy and the Town Board of Trustees approves said recommendations; and

WHEREAS, said Ordinance allows the Board of Trustees to approve amendments to said policy by Resolution of the Town Board.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Crestone that the Personnel Handbook of the Town of Crestone be amended to read as follows:

- 6.1.02 **Employees who have worked for the Town for a minimum of 12 months are eligible for personal leave time. Employees working a minimum of 20 hours per week are eligible for 8 pro-rated days leave per year. Employees working 15 to 19 hours per week are eligible for 4 pro-rated days leave per year. Request for personal leave time should be submitted to the Town Administrator at least five (5) days in advance of leave, whenever possible. Personal leave time must be used by year-end, and does not carry over into the new year.**
- 7.2.03 **Employees shall not be reimbursed for any travel time or expense between their residence and place of employment.**
- 9.3.04 **Employees or town volunteers shall refrain from conducting town business on personal computers, notebooks, iPhones, iPads or any personal electronic device and from leaving documents or such electronic devices in any place where they might be viewed by the public or unauthorized persons. No town employee shall utilize his or her town title for the purpose of personal e-mails or other than for authorized town business. This paragraph is intended to protect the town and the user from misrepresentation, risk of hacking and/or leaks of confidential information.**

DONE and SIGNED this 10th day of February, 2014.



Kairina Danforth, Mayor

Attest:



Akia Tanara, Town Clerk