

**RESOLUTION NO. 10
SERIES OF 2018**

**A RESOLUTION APPROVING REVISIONS TO THE EMPLOYEE HANDBOOK
FOR THE TOWN OF CARBONDALE AND UPDATES TO THE TOWN OF
CARBONDALE ADDENDUM POLICIES CONTAINED IN THE HANDBOOK.**

WHEREAS, the Town of Carbondale, Colorado Employee Handbook was revised and adopted May 1, 2015; and

WHEREAS, the Town Manager and Finance Director have presented to the Board of Trustees an updated Employee Handbook and Policies for the Town, which Handbook and Polices have been reviewed with assistance, input and comments from the Town department heads, Town attorney and Mountain States Employment Council; and

WHEREAS, the Board of Trustees have reviewed the updates to the Handbook and Policies and finds it is in the best interest of the Town and its employees to adopt the revisions to the Employee Handbook and Policies; and

WHEREAS, the Board of Trustees finds that the revised Employee Handbook will serve to further inform employees of Town personnel policies of general applicability and that current and sound personnel policies are an essential part of recruiting and retaining excellent employees and extending high quality services to the public; and

WHEREAS, the Board of Trustees further finds that authority to make changes to the policies contained in the Employee Handbook should be delegated to the Town Manager, who is responsible for oversight and control of personnel and related matters;

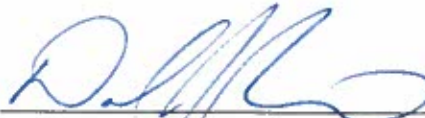
NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Carbondale, Colorado:

1. The Town of Carbondale Employee Handbook, dated July 2018, is hereby approved and adopted and shall read as amended on the attached Exhibit A (deletions are in ~~strikethrough~~, additions are in ***bold italic***).
2. This Resolution and the Employee Handbook attached hereto shall take effect September 1, 2018. All employees of the Town shall be provided a copy of the updated Employee Handbook and shall sign an acknowledgement for receipt of the handbook.
3. The previous Town of Carbondale Employee Handbook, dated April 2015, and any amendments thereto are hereby rescinded effective September 1, 2018.

4. The Town Manager is hereby authorized and delegated the authority to make changes to the policies contained in the Employee Handbook adopted by this Resolution without necessity of Board approval thereof; provided however, that the foregoing shall not limit the authority of the Board to repeal any such change by appropriate ordinance or resolution. Any changes promulgated by the Town Manager will be in writing, reviewed by the Board, and all employees of the Town shall be provided a copy of such change and will sign an acknowledgement and receipt of the change.

INTRODUCED, READ AND ADOPTED, this 28th day of August, 2018.

TOWN OF CARBONDALE



Dan Richardson, Mayor

ATTEST:



Cathy Derby, Town Clerk

