

**TOWN OF SILT
RESOLUTION NO. 3
SERIES OF 2024**

**A RESOLUTION ADOPTING THE TOWN OF SILT EMPLOYEE
HANDBOOK REVISED JANUARY 2024**

WHEREAS, the Town of Silt recognizes that the performance of Town employees is the most important factor in delivering the highest quality and most efficient service to its citizens; and

WHEREAS, the Board of Trustees further recognizes that fair and impartial personnel policies are the cornerstone on which to build high-level performance; and

WHEREAS, in order to establish both specific and general policies as criteria for actions taken in personnel matters, and in order to provide for the equal treatment and well being of Town employees, the Board of Trustees adopted the Town of Silt Employee Handbook dated March 10, 2003, revised June 2011, August 2017, January 2022 and January 2023;

WHEREAS, the Board of Trustees of the Town of Silt repealed the 2003 Employee Handbook and its revisions and replaced it with a new employee handbook in January 2024; and

WHEREAS, the Board of Trustees of the Town of Silt have amended the manual to address enhancements in the Employee Benefits policies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILT COLORADO, that:

Section 1. The January 2024 Employee Handbook is hereby amended to update additional employee benefits.

Section 2. The amended sections to the Town of Silt Employee Handbook, attached hereto as **Exhibit A** and incorporated herein by reference, are adopted into the Employee Handbook by which standard policies and procedures are established for use by Town of Silt employees, appointed and elected officials.

Section 3. This resolution will be in full force and effect from and after its passage and approval.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 8th day of January 2024.

TOWN OF SILT



Mayor Keith B. Richel

ATTEST:



Town Clerk Sheila M. McIntyre, CMC



3. Workers' Compensation

Employees are covered for a job-related injury or illness by the Colorado Workers' Compensation Act. Under the Act, an employee may receive certain benefits pertaining to a job-related injury or illness. Neither workers' compensation insurance nor the Town will cover personal property that is damaged as a result of an accident.

The Town participates in an Early Return to Work Program as directed by the Town's workers' compensation insurance carrier. Details will be provided to the employee at the time of a job-related injury.

The Town shall place employees receiving workers' compensation wage benefits on leave without pay. The employee shall reimburse the Town the amount of any wages paid the employee by the Town for days which they also received workers' compensation wage benefits.

4. Life Insurance

The Town offers Life insurance to eligible full-time employees and this policy is paid by the Town. Coverage for eligible employees is \$100,000. Additional Voluntary Life Insurance for employees and dependents is available at cost to the employee.

5. Short Term and Long Term Disability

The Town offers both Short Term and Long Term Disability at no cost to the employee. Short Term will cover 66.66% of wages for the first 180 after injury or illness. Long Term will cover 60% of wages and will begin after 180 days.

6. 457 Deferred

The Town offers an optional supplemental retirement plan that may be implemented two weeks after start of employment. All employees (police department included) are eligible to contribute to a 457 Deferred Compensation Plan after the employee has worked two weeks at the Town.

There is no Town match.

7. Wellness Benefit

Employees who choose to participate in this program will receive an additional \$50 per month to apply to an activity or item that can be deemed as contributing to wellness. Eligible expenses can be found on the Town's reimbursement form. Employees participating need only to fill out the form on how they used the benefit. It will be taxed as income and included on a paycheck.

8. Longevity Award

Given on the anniversary date of the milestones listed below.

For 2024, all employees will receive the award for their most recent milestone. In future years, the award will be presented to the employee on their milestone anniversary date.

- 1 year \$250
- 5 year \$1,000
- 10 year \$2,500
- 15 year \$3,750
- 20 year \$5,000
- 25 year \$7,500
- 30 year \$10,000

9. Volunteer Day (VTO)

Volunteer Time Off (VTO) is a type of benefit where employees get paid time off to do volunteer work. The Town will offer 8 hours per year of VTO. Employees are not required to participate in this program. Employees that choose to participate need only to fill out the VTO form. Eligible volunteer activities will be listed on the form.

10. Quarterly Appreciation Gatherings

The Town will have gatherings once every three months. They will be a chance to suspend work and gather together. The first three quarters will likely be near the end of the day on selected Wednesdays. The last quarter will be the annual Holiday gathering.

11. Pay Advances

In the event of a personal emergency, full-time employees who have been with the town a minimum of two years may submit a written request for a pay advance to the Administrator, indicating the nature of the emergency involved. The Administrator will evaluate the request and determine whether a pay advance should be granted in his/her sole discretion. While requested amounts should be kept to a minimum, in no way shall an employee be granted an advance greater than the net amount of their paycheck. The Town will require employees to have accrued vacation to use as collateral in the event that it should be needed to reimburse the Town. Reimbursement of an advance to the Town will be taken out of the next available paycheck and shall not extend beyond the next four pay periods.

12. Expenses

Town Officers and employees shall be reimbursed for authorized expenses incurred on authorized Town business. Proper records and receipts must be submitted to obtain reimbursement. Authorized use of non-Town vehicles on authorized Town business shall be reimbursed at the IRS general mileage and per diem rates. The Town Administrator must approve travel in advance, subject to an adequate appropriation, therefore.

F. Departmental Policies and Requirements

1. Police Department

- a. A positive attitude will be displayed to the public at all times. The attitude of the Police Department shall also be positive toward the Board and other Town employees. Law enforcement personnel should remember they are public servants and are accountable to the public. They should also remember to treat everyone with courtesy and respect.
- b. The Police Chief will be responsible for the budget of the Police Department. The Chief must be accountable for each line item of the budget as it is budgeted for the entire year. Any supplemental budget request must be supported with good and sufficient reasons for the additional monies.
- c. Police Officers who are required to be on call should live close enough to Town in order to be able to respond to a call within a reasonable time. The officer covering on-call will receive a stipend for the days.
- d. Each officer will be visible to the public as much as possible. Each officer should attempt one contact with each of the businesses of the Town during a shift. Police officers are encouraged to perform additional foot patrols throughout each day when possible. The officers are also responsible for daily bar checks and evening bar checks. The utilization of time shall be implemented so that the least amount of time shall be office time.
- e. A monthly schedule shall be presented to the Administrator every month by the Chief.
- f. Foremost in officer's minds should be the motto "to protect and serve with courtesy and respect".

- g. The Town will budget an annual clothing allowance to be used for uniform costs as needed. Police Officers will be responsible for maintenance of their own clothing. It will be the officers' responsibility to mend any rips in their uniforms. The Town will furnish patches. Full-time officers hired by the Town may be provided a duty weapon at the Chief's discretion. The Police Chief will be responsible for deciding the caliber needed.

2. Public Works and Public Utilities Departments

- a. A positive attitude will be displayed to the public at all times. The attitude of the public works and public utilities crews shall also be positive toward the Board and other Town employees. The crew members should remember they are public servants and are accountable to the public.
- b. Public Works and Public Utilities employees who are required to be on call should live close enough to Town in order to be able to respond to a call within a reasonable time based on the severity of the call.
 - i. On-call: The on-call schedule begins on Friday of each week and runs through the following Thursday. The employee covering on-call will receive a stipend for those days. Being on-call means that this person will respond to after hour calls that require immediate attention. This person would also routinely check pumps and tank levels, clean screens and any other necessary routine maintenance that is required during irrigation season.
 - ii. Should an employee be called out for an emergency situation (i.e., snow removal, water break, etc.) on a week that contains a paid holiday, the employee may be eligible for compensatory time at time and a half for actual hours worked that exceed 40 hours.
- c. Proper utilization of time is to be exercised. Two persons should not perform a job that can be performed by one; e.g., two crew members taking garbage truck to the dump.
- d. A schedule of tentative weekly jobs shall be presented to the crews so they will know when they finish one task what their next assignment is, thus minimizing loss of time. The department heads shall be responsible to see that there is no time loss from one job to another.
- e. Employees are expected to present a clean and neat appearance and to dress according to the requirement of their position.
- f. Employees will be expected to adhere to the Public Works and Public Utilities Safety Policy Manual.
- g. The Town will provide an annual clothing allowance, of an amount pursuant to the budget, per employee to be used at the discretion of the Public Utilities Director to purchase protective clothing and equipment.

3. Office Administration

- a. A positive attitude will be displayed to the public at all times. The attitude of the office staff shall also be positive toward the Board and other Town employees. The team should remember they are public servants and are accountable to the public.
- b. Proper utilization of time is to be exhibited.
- c. Proper care of equipment is to be exercised.
- d. Employees are to display professionalism in the office.
- e. Employees are expected to present a clean and neat appearance and to dress according to the requirement of their position.
- f. Monthly reports shall be made to the Administrator, including financial reports as well as reports to other State, County, and Federal agencies.
- g. Staff will be scheduled to properly cover office hours.