

**RESOLUTION OF THE TOWN COUNCIL OF BASALT, COLORADO, ADOPTING CHANGES  
TO THE TOWN OF BASALT'S 2014 EMPLOYEE HANDBOOK,**

**Town of Basalt, Colorado  
Resolution No. 73  
Series of 2014**

**RECITALS**

The Town of Basalt has a collection of governing documents including the Town Charter, Town Code and various administrative procedures that describe personnel rules and policies; and

The Town of Basalt wants to increase the level of professionalism in the administration of personnel policy; and

The Town Council through the Employee Handbook further describes and delineates rights and responsibilities of Town employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF  
BASALT, COLORADO:**

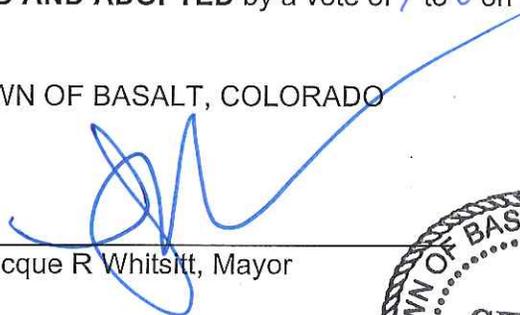
**Section 1.** The Town Council adopts the following changes (Attachment A) to the Employee Handbook.

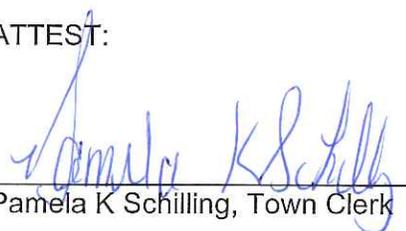
**READ AND ADOPTED** by a vote of 7 to 0 on December 09, 2014.

TOWN OF BASALT, COLORADO

ATTEST:

By

  
Jacque R Whitsitt, Mayor

  
Pamela K Schilling, Town Clerk



## Attachment A Summary of Changes

### **Page 9, Section F. Nepotism**

Eliminate "do not work in the same department". The section would read: The Town may employ a relative of an employee provided the individual possesses the necessary and required qualifications for employment. If the relative of an employee is hired, both may retain their positions if they are not under the direct or indirect supervision of one another, and neither occupies a position which has influence over the other's employment, promotion, salary administration, discipline, or other personnel related management or personnel considerations.

### **Page 13, Section E. Vacation**

Change the second sentence to: On December 31<sup>st</sup> of each year, any accrued vacation time over the maximum carry forward identified in the table above will be considered reimbursed by the Town Manager or lost pursuant to approval by the Town Manger.