

**RESOLUTION OF THE TOWN COUNCIL OF BASALT, COLORADO, ADOPTING CHANGES TO THE TOWN OF BASALT'S 2015 PERSONNEL CODE AND EMPLOYEE HANDBOOK**

**Town of Basalt, Colorado  
Resolution No. 57  
Series of 2015**

**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 adoption of the Personnel Code and 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 2016 Personnel Code and Handbook.

**Section 2.** The Town Council by adoption of the Personnel Code and Handbook, and directs staff to make all necessary changes to the Town Code and Town Charter to bring all personnel related documents and policies into alignment. As described in Attachment A

**Section 3.** The Town Council, on an annual basis, will review the Personnel Code and Handbook to ensure that the policies contained in the Personnel Code and Employee Handbook are meeting their original intent.

**Section 4.** The Town Manager shall promulgate, review and recommend changes to the Town's Personnel Code and Handbook. Town Council action is required for all changes to the Town's Personnel Code and Handbook to become final and enforceable.

**READ AND ADOPTED** by a vote of 6 to 0 on December 08, 2015.

TOWN OF BASALT, COLORADO

ATTEST:

By

Jacque R Whitsitt, Mayor

Pamela K Schilling, Town Clerk



# **Attachment A**

## **Summary of Changes**

### **Page 9, Section 4. Performance Ratings**

The Town of Basalt is currently using Review Snap for performance appraisals.

Eliminate the current 5 ratings and replace with:

Unsatisfactory – Performance clearly does not meet several expectations.

Needs Development – Performance does not meet one or more expectations.

Meets Expectations – Performance meets expectations consistently.

Exceeds Expectations - Performance regularly exceeds expectations.

Outstanding – Performance significantly exceeds expectations on a consistent basis.

### **Page 10, Section 2A Group Insurance**

After the first sentence add Elected Officials are eligible to participate in group medical, dental and vision coverage programs through the Town.

### **Page 10, Section 2B Holidays**

Delete Veteran's Day and replace it with Christmas Eve.

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

Eliminate "vacation time over the maximum carry forward identified in the table above will be lost to the employee and not reimbursed." Add employees will work with their perspective supervisor to insure their vacation balance falls below the maximum carry forward.

### **Page 17, Section A. Overtime**

Last sentence, delete vacation and holiday. Add a sentence for clarification of overtime on holidays. Holiday pay will be paid at straight time unless overtime is worked on such days.

### **Page 17, Section B. Pay**

Last sentence, second paragraph, eliminate "one time bonuses may be granted" and replace with bonuses and other adjustments related to overall performance may be granted.