

**TOWN OF SILT  
RESOLUTION NO. 3  
SERIES OF 2023**

**A RESOLUTION ADOPTING THE TOWN OF SILT EMPLOYEE  
HANDBOOK REVISED JANUARY 2023**

**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 and January 2022;

**WHEREAS**, the Board of Trustees of the Town of Silt repealed the 2003 Employee Handbook and its revisions and replaced it with a new employee handbook in January 2022; and

**WHEREAS**, the Board of Trustees of the Town of Silt have amended the manual to address changes in the vacation and retirement accrual policies.

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

Section 1. The January 2022 Employee Handbook is hereby amended to update when both vacation and retirement contributions start accruing.

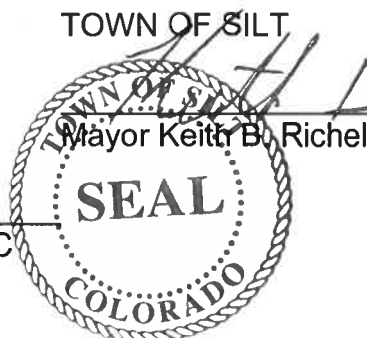
Section 2. The amended sections to the Town of Silt Employee Handbook, attached hereto as **Exhibit A** and incorporated herein by reference, are adopted into the Employee Handbook by which standard policies and procedures are established for use by Town of Silt employees, appointed and elected officials.

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

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 9<sup>th</sup> day of January 2023.**

ATTEST:

  
Town Clerk Sheila M. McIntyre, CMC



religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The Town will seek to reasonably accommodate individuals' religious observances.

**17. Vacation**

a. Full-Time Employees

i. How Vacation Accrues - Vacation shall begin accruing at the start of employment.

Period of Service	Vacation time granted per pay period	Vacation carry over limit
Zero through four years of continuous employment	3.076 hours per pay period; or 80 hours per year	80 hours*
Years five through nine years of continuous employment	4.615 hours per pay period; or 120 hours per year	120 hours*
After 10 years of continuous employment	6.153 hours per pay period; or 160 hours per year	160 hours*
Exempt employees after 10 years of continuous employment	7.691 hours per pay period; or 200 hours per year	200 hours*

\*Town Administrator may make exception to the carry over limit in time of emergency.

Those accruing 3.076 hours per pay period shall forfeit any accrued vacation hours over 80. Those accruing 4.615 hours per pay period shall forfeit any accrued vacation hours over 120. Those accruing 6.153 hours per pay period shall forfeit any accrued vacation hours over 160. Those accruing 7.691 shall forfeit and accrued vacation hours over 200. Vacation shall not accrue during any period of leave without pay. Periods of authorized leave without pay shall not create a discontinuity in employment for purposes of this paragraph.

- ii. When Vacation is Credited - Vacation is credited to an employee at the end of every pay period during which the vacation is accrued.
  - iii. Exempt Employees - All exempt positions will be entitled to 40 additional hours of vacation each calendar year. This leave is intended to compensate the overtime-exempt employee partially for the additional hours needed to do their job and attend meetings. Exempt employees will accrue an additional 1.538 hours of vacation per paycheck.
  - iv. Compensatory Time - An employee shall be required to use accrued comp time in excess of 40 hours prior to their accrued vacation time, unless authorized by the Town Administrator.
- b. Temporary and seasonal employees are not entitled to paid vacation.
  - c. Regular part-time employees shall accrue vacation time based on the proportion of hours worked per week to a forty-hour workweek.
  - d. Vacation shall be approved in advance and scheduled with the employee's department head.
  - e. If employment is terminated, the payment of accrued vacation will be made at the time of termination.
  - f. If two or more employees in a department request the same vacation time, the senior employee shall be given priority; however, the department head, in his/her discretion, may deny a request for vacation time when necessary to insure the adequate department coverage.

**18. Sick Leave**

The Town provides regular, full-time employees with paid sick days.

The employee receiving the donated hours may not receive more than 80 hours of donated vacation or sick leave from other employees per year unless approved by the Town Administrator. An employee may not bank donated hours.

## **E. Employee Benefits**

The Town recognizes the value of benefits to employees and their families. The Town supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, contact the Town's benefits coordinator.

### **1. Health, Dental and Vision**

The Town offers group health, dental and vision for eligible employees and may pay all or a portion of the cost of coverage for the employee and a portion of the cost of family coverage. The balance of the coverage shall be borne by the employee and will be deducted from the employee's pay. The Town may provide group life insurance for eligible employees and may pay all or a portion of the cost of coverage for the employee.

Health, dental and vision insurance for employees shall begin on the first day of the month following 30 days of employment, and the employee can elect to cover his or her dependents at this time, during open enrollment or at the time of a qualifying event.

### **2. Retirement**

The Town has established a 401(a) Retirement Plan to provide all full-time employees the potential for future financial security for retirement. Participation in the plan is mandatory for regular full-time employees. For each full year worked at the Town the employee is vested 20%. All employees (police department included) are also eligible to contribute to a 457 Deferred Compensation Plan after the employee has worked two weeks at the Town.

Police Pension. The Town shall provide a police pension for all regular full-time police officers.

### **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. It is calculated at 2 times annual salary minus \$30,000, rounded up to the next highest multiplier of 1,000, with a maximum of \$70,000.

### **5. 457 Deferred**

The Town offers an optional supplemental retirement plan that may be implemented two weeks after start of employment. There is no Town match.