

RESOLUTION No. 90-20

A RESOLUTION AMENDING THE PERSONNEL POLICIES OF THE TOWN OF HUDSON

WHEREAS, the Board of Trustees has determined that certain changes to the Personnel Policies of the Town of Hudson are necessary and desirable; and,

WHEREAS, the Board of Trustees finds that the following amendments to the Personnel Policies of the Town of Hudson should be adopted,

NOW, THEREFORE, BE IT RESOLVED that the following amendments and additions are made to the Personnel Policies of the Town of Hudson:

Section 1. **Article 2, Section 8 - Fringe Benefits** is amended as follows:

Section 8 - Fringe Benefits

- a. Pursuant to annual policy and budgetary action by the Town Board, such fringe benefits as the Town Board may determine appropriate, including insurance, vacation time, and sick leave, may be offered to salaried **AND REGULAR PART-TIME** employees only. Such benefits shall be annually enumerated and explained to all employees. Fringe benefits may be increased, decreased, or eliminated at any time by action of the Board, and such action may apply to all current and future employees.

Section 2. **Article 5, Section 2 - Part-time Employees**, relating to the accrual of vacation time is amended as follows:

Section 2 - Part-time Employees

- a. A part-time salaried, **OR REGULAR PART-TIME**, employee accrues a prorated share of vacation leave based on the number of hours ~~worked~~ **SCHEDULED** per week in relation to the vacation schedule in Section 1 a. For example, a part-time salaried, **OR REGULAR PART-TIME**, employee who ~~works~~ **IS SCHEDULED** 1/2 the number of hours per week of a full-time salaried employee accrues vacation

at the rate of 1/2 that of a full-time salaried employee.

Section 3. Article 5, Section 6 - Holiday Leave, relating to holiday leave use and work is amended as follows:

- b. If a salaried, **OR REGULAR PART-TIME**, employee is required to work on a holiday, the employee shall be granted an additional day off in lieu of the holiday worked.
- d. In order to receive pay for a designated holiday, an employee must be a salaried, **OR REGULAR PART-TIME**, employee and must have worked on or been paid for the scheduled work day immediately preceding and the scheduled work day immediately following the holiday, and must not have been absent without leave on the scheduled work day immediately preceding and the scheduled work day immediately following the holiday.

Section 4. Article 5, Section 7 - Sick Leave, relating to the accrual of sick leave is amended as follows:

#### Section 7 - Sick Leave

- a. Salaried, **OR REGULAR PART-TIME**, employees shall accrue and may use sick leave. Sick leave with pay shall be granted for the following reasons: personal illness or physical incapacity resulting from causes beyond the employee's control; illness of a member of the employee's household that requires the employee's personal attention; enforced quarantine of the employee in accordance with community health regulations.
- b. Amount of Sick Leave. Full-time salaried employees shall receive eight (8) hours sick leave credit per month; part-time salaried, **OR REGULAR PART TIME**, employees shall receive a prorated share of sick leave based on the number of hours worked per week.

Section 5. Article 8, Section 5 - Types of Appointments, relating to employment practices and the various types of appointments is amended by the addition of Section 5 e., as follows:

#### Section 5 - Types of Appointments

- a. Salaried Appointment. This is an appointment to a position which is paid at a full-time or part-time monthly rate and for which all fringe benefits offered by the Town are available in the proportions as specified in those policies.

- b. Emergency Appointment. In order to prevent stoppage of public business or loss or serious inconvenience to the public, appointment of an employee as an hourly appointment, without compliance with this article may be authorized by the immediate supervisor within the departmental budget in accordance with this rule.
- c. A vacancy of which an immediate supervisor has had reasonable notice, or an employment condition of which he/she had, or might with due diligence have had previous knowledge, shall not be filled by an emergency appointment under this section.
- d. **TEMPORARY** Hourly Appointments. This is an appointment to a position which is paid at an hourly rate and for which the fringe benefits are not available except as required by Federal or State law. Temporary **HOURLY** appointments may be full-time or part-time.
- e. **REGULAR PART-TIME APPOINTMENTS. THIS IS AN APPOINTMENT TO A POSITION WHICH IS PAID AT A PART-TIME MONTHLY RATE OR HOURLY RATE AND FOR WHICH ALL FRINGE BENEFITS OFFERED BY THE TOWN ARE AVAILABLE IN THE PROPORTIONS AS SPECIFIED IN THOSE POLICIES.**

Section 6. Article 8, Section 8 - Salaries, is amended follows:

Section 8 - Salaries

- a. The Town Board may grant a salary increase to each employee on the basis of the duties and responsibilities of the position at an acceptable level of competence as determined by the Town Board.
- b. All salaried full-time ~~and part-time~~, **AND REGULAR PART-TIME**, employees shall be considered for a salary increase on an annual basis prior to January 1st of each year, within the constraints of the adopted budget for each year.

ADOPTED this 12th day of December, 1990.

TOWN OF HUDSON, COLORADO

(SEAL)

\_\_\_\_\_  
Rob Masden, Mayor

Attest:

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Shirley E. Robertson, Town Clerk