

RESOLUTION No. 91-1

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 for clarification and equity; 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:

1. Section . **Article 5, Section 6 - Sick Leave** is amended as follows:

- 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 scheduled per week. [Res. 91-1]

2. Section . **Article 5, Section 8 - Injury Leave** is amended as follows:

- a. An employee injured on the job is entitled to weekly compensation benefits to the extent provided by the Worker's Compensation Act. A salaried, or regular part-time, employee shall receive his full salary and benefits for a period of ninety (90) calendar days from the date of the injury, subject to Section 9 of this Article. The employee shall provide the Town with such medical reports as the Town may require throughout the period of injury relief. After the 90th day, any additional period of injury leave shall be charged as follows, in the following order [Res. 91-1]:

3. Section **Article 5, Section 12 - Jury or Court Leave** is amended as follows:

- a. Salaried employees, or regular part-time, shall be granted time off with pay when performing jury duty, when subpoenaed as a witness before any court of law, or when appearing before any court of law as a defendant in a civil action arising from the employee's job with the Town. Any money, except for travel expense, granted to an employee serving on jury duty shall be deducted from the employee's next paycheck. An employee released from jury duty before the end of his or her normal work day shall return to work. An hourly employee will be given time off for jury leave or court leave without pay unless for municipal testimony as subpoenaed. [Res. 91-1]

4. Section **Article 5, Section 13 - Education Leave** is amended as follows:

- a. Educational leave with or without pay may be granted to salaried, or regular part-time, employees. The direct relationship of the proposed educational experience to the employee's duties, ability, or potential shall be considered in approving educational leave [Res. 91-1].

5. Section **Article 5, Section 16 - Effect of Leave Without Pay** is amended as follows:

- c. A temporary hourly employee shall not be eligible for leave without pay. [Res. 91-1]

6. Section **Article 6, Section 2 - Performance Evaluation** is amended as follows:

- a. All salaried, or regular part-time, Town Employees shall receive written performance evaluations prepared by their immediate supervisor on their anniversary date of employment or sooner if requested by their immediate supervisor [Res. 91-1].
- d. All salaried, or regular part-time, employees shall have a written evaluation prepared at the conclusion of the ninety (90) day observation period. Following the evaluation, the Town Board may extend the observation period for an additional ninety (90) days if it is considered to be in the best interest of the Town [Res. 91-1].
- e. Salaried, or regular part-time, supervisory employees shall have a written evaluation of his or her performance prepared by their Departmental Commissioner. Copies will be signed by the employee and placed in the employee's personnel file [Res. 91-1].

7. Section **Article 8, Section 5 - Types of Employment** is amended as follows:

- 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 temporary hourly appointment, without compliance with this article may be authorized by the immediate supervisor within the departmental budget in accordance with this rule. [Res. 91-1]

8. Section **Article 8, Section 6 - Promotions, Transfers, Demotions, Reinstatements** is amended as follows:

- i. Based upon the performance evaluation at the expiration of the observation period, the immediate supervisor shall recommend to the Town Board [Res. 91-1]:

- 1) The employee be retained ;
- 2) The employee be terminated;
- 3) The observation period be extended for another ninety (90) days for further training or observation.

9. Section **Article 14, Section 4 - New Positions** is amended as follows:

- a. Immediate supervisors may request new positions to adequately staff their departments. When a new position is created and no previous job description exists, the Department Commissioner shall coordinate with the involved department to establish a job description setting forth required knowledge, skills, abilities, duties, responsibilities, title and pay level of the proposed position. No person shall be employed by the Town to fill a salaried, or regular part-time, position not included in the approved Town budget. temporary hourly positions may be created and filled for the purpose of accomplishing projects and maintaining programs if approval is received from the Town Board. The Town may approve a request for an temporary hourly position provided the dollar amount allocated for such a position is within the amounts as approved in the Town budget. [Res. 91-1]

10. Section **Definitions** is amended as follows:

Temporary hourly employee or temporary hourly position - An employee for whom or position for which the appointment is an temporary hourly appointment as provided in Article 8, Section 5 d. [Res. 91-1]

ADOPTED this 9th day of January, 1991.

(SEAL)

TOWN OF HUDSON, COLORADO

Attest:

Robert D. Masden, Mayor

Judith A. McGill
Town Clerk Pro-tem