

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 18-R-05**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
AMENDING THE PERSONNEL POLICY & PROCEDURES HANDBOOK**

WHEREAS, the Town of Frederick, adopted Personnel Policies & Procedures Handbook initially on September 24, 1992; and

WHEREAS, those Policies & Procedures have been amended as of July 1, 2014, September 22, 2015 and September 13, 2016; and

WHEREAS, an amendment to the Hours of Work policy, a correction to the vacation accrual schedule, the addition of a Parental Leave policy, an amendment to the Use of Town Vehicles Policy, an amendment to several sections of the Personal Communication policy, and an amendment to the Open Records Act policy are necessary.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, WELD COUNTY, COLORADO THAT;

Section 1. The attached Personnel Policy and Procedures Handbook is approved.

Section 2. **Effective Date.** The addition of these policies shall be effective immediately.

Section 3. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 9TH DAY OF JANUARY, 2018.

ATTEST:

By Meghan C. Martinez
Meghan C. Martinez, CMC, Town Clerk

By **TOWN OF FREDERICK**

By Tony Carey
Tony Carey, Mayor

