

**TOWN OF TIMNATH, COLORADO
ORDINANCE NO. 5, SERIES 2016**

**AN ORDINANCE APPROVING AN AMENDMENT TO
THE TOWN OF TIMNATH EMPLOYEE HANDBOOK**

WHEREAS, The Town of Timnath (the "Town") is a home rule municipality operating under the Timnath Home Rule Charter (the "Charter") adopted on November 7, 2006 and the Town's Municipal Code (the "Code"). Pursuant to the Charter, the Code and the authority given home rule municipalities, the Town may adopt and amend ordinances; and

WHEREAS, The Town Council recognizes that it is important to update the Town Employee Handbook from time to time to accurately reflect employee benefits and employer policies;

WHEREAS, The Town Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the preservation of public health, welfare, peace, safety and property and that this Ordinance is necessary for the protection of public convenience and welfare.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF TIMNATH, COLORADO, ORDAINS:

ARTICLE 1 - The Town Council hereby approves the attached amendment to the Town of Timnath Employee Handbook.

ARTICLE 2 – SEVERABILITY

If any part or provision of this Ordinance, or its application to any person or circumstance, is adjudged to be invalid or unenforceable, the invalidity or unenforceability of such part, provision, or application shall not affect any of the remaining parts, provisions or applications of this Ordinance that can be given effect without the invalid provision, part or application, and to this end the provisions and parts of this Ordinance are declared to be severable.

ARTICLE 4 – EFFECTIVE DATE

This Ordinance shall take effect upon adoption at second reading, as provided by Section 3.5.5 of the Charter.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH ON FIRST READING, ON MARCH 8, 2016, AND SET FOR PUBLIC HEARING AND SECOND READING AT 6:00 P.M. ON MARCH 22, 2016 AT THE TIMNATH ADMINISTRATION BUILDING, 4800 GOODMAN STREET, TIMNATH COLORADO AND ORDERED PUBLISHED BY TITLE THIS 22ND DAY OF MARCH 2016.

✓ **Please Return to:**
Town of Timnath
4800 Goodman Street
Timnath, CO 80547

MOVED, SECONDED AND FINALLY ADOPTED ON SECOND READING
FOLLOWING PUBLIC HEARING BY THE TIMNATH TOWN COUNCIL ON MARCH
22, 2016.

TOWN OF TIMNATH, COLORADO



Jill Grossman-Belisle, Mayor

ATTEST:



Milissa Peters, CMC
Town Clerk



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than time worked) in order to keep accurate records of Vacation Time, Personal Time, and other types of benefits and time off provisions.

Overtime and Compensatory Time

Because the work of the Town sometimes involves special events or projects, working extra hours is occasionally a requirement of employment. When non-exempt employees need to work hours in addition to their regular schedule, they must obtain the approval of their supervisor before working the hours. Employees who fail to obtain prior approval, must still record the extra hours, and the Town will pay them as appropriate, but an employee may be subject to discipline for failing to obtain prior approval.

When a non-exempt employee works more than 40 hours in the workweek, the hours over 40 will either be paid at time-and-one-half or will be compensated as compensatory time (up to a maximum of 120 hours) at time-and-one-half, at the discretion of the Town Manager. The compensatory time balance is payable to the non-exempt employee at termination. For purposes of calculating overtime, the workweek begins at 12:00 AM Sunday and ends at 11:59 PM Saturday.

Vacation time, holiday time, and other paid but unworked time does not count toward time worked for calculating overtime. ~~excluding after hours snow removal or otherwise approved by the Town Manager.~~ However, required attendance at Town-sponsored or job-related training programs, lectures, and meetings are considered hours worked for the purposes of calculating overtime. Taking courses in a public or private institution or pursuing additional education outside of regular working hours is not considered hours worked for the purposes of calculating overtime unless the course is taken at the direction of the Town.

Hours associated with snow removal will require Town Managers approval. After hours snow removal will be paid at an overtime rate if the employee has exceeded 40 hours of paid time for that work week. The paid time can include regular work, vacation time, personal time or other paid but unworked time.

Neither overtime nor compensatory time is available for exempt employees.

Jury Duty Pay

The Town recognizes jury and witness duty as everyone's civic responsibility, and allows employees who serve on jury duty to receive a regular straight-time rate of pay for the first 3 days of court service. The Town Manager may extend this benefit beyond the first 3 days of jury service. If the court provides remuneration to the employee for jury service during any of the first three days for which the employee will receive paid time from the Town, the employee will be required to reimburse the Town for the duplicate pay.

You must immediately notify your department head of the jury summons. When you have completed court service, you must provide proof of service.

The period of time that an employee is on jury duty is not considered time worked for purposes of calculating overtime or eligibility for the Town's benefits or time off plans. If a paid holiday falls during the time a full-time employee is on jury duty, the employee will be eligible for holiday pay as detailed below, provided the employee either works or attends jury duty the work days immediately before and after the holiday.