

**TOWN OF TIMNATH, COLORADO
ORDINANCE NO. 11, SERIES 2016**

AN ORDINANCE AMENDING 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 – AMENDMENT. The Town Council hereby approves the attached amendment to the Town of Timnath Employee Handbook as per exhibit A to amend the "Facility Closures" Section and to create a new "On Call Policy". .

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 OCTOBER 11, 2016, AND SET FOR PUBLIC HEARING AND SECOND READING AT 6:00 P.M. ON OCTOBER 25, 2016 AT THE TIMNATH ADMINISTRATION BUILDING, 4800 GOODMAN STREET, TIMNATH COLORADO AND ORDERED PUBLISHED BY TITLE THIS 11TH DAY OF OCTOBER, 2016.

MOVED, SECONDED AND FINALLY ADOPTED ON SECOND READING FOLLOWING PUBLIC HEARING BY THE TIMNATH TOWN COUNCIL ON OCTOBER 25, 2016.

TOWN OF TIMNATH, COLORADO



Jill Grossman-Belisle, Mayor

ATTEST:



Milissa Peters, CMC
Town Clerk



Exhibit A – Handbook Amendment

Facility Closures Policy

If severe weather conditions exist and the Town Manager decides to close the office for the day, you non-essential employees, whose positions do not provide essential operations, will be notified by your supervisor not to report to work. If you are not notified, you are expected to be at work on time. Essential employees, whose positions provide essential operations, are required to report as scheduled during adverse weather conditions (this includes public works, snow plow crew, and police). A list of essential positions will be provided to Town Manager. Not all employees/positions will be considered essential, and this is dependent on the nature of the emergency and will be decided by the supervisor, manager or department director. Essential and non-essential employees who are required to remain on the job shall receive their normal rate of pay. Nonexempt Employees may choose to use Vacation Time or Personal Time or take unpaid time or work from home, as approved by Town Manager, for days on which the facility is closed. Employees who choose to leave early or not come in to work for weather reason on a day when the office is open may also choose between Vacation Time, Personal Time or unpaid time for those hours.

On Call Policy

Essential employees who are required to be on call in case of adverse weather conditions (this only includes public works and snow plow crew) shall receive one eighth (1/8th) of their normal rate of pay. If called into work, essential employees will receive the minimum payment of half an hour (30 minutes) of work. Essential employees will receive their normal rate of pay or when their hours exceed forty (40) hours a week, essential employees will receive their overtime rate of pay, time and a half.