

**RESOLUTION NO. 2023-06**

**TITLE:**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO ADOPTING PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Board of Trustees has determined that it is necessary to adopt a revised section of the Personnel Policies and Procedures Manual.

WHEREAS, The Town's policy does provide part-time employees with PTO equal to a percentage of what a full time employee would receive.

WHEREAS, this revision adds a portion to the last paragraph on page 8 **PTO Accrual** that shall read; "Part-time employees accrue PTO in hours in proportion to their FTE percentage classification and will be pro-rated accordingly, provided that all part-time employees shall accrue PTO at a rate of no less than one (1) hour for every thirty (30) hours worked for the first 48 hours of accrued PTO."

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, THAT:**

**Section 1**

The document attached as Exhibit A, entitled Personnel Policies and Procedures Manual, is hereby approved, and adopted.

INTRODUCED, READ and PASSED this 2<sup>nd</sup> day of May 2023.

TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO

  
\_\_\_\_\_  
Todd Dixon, Mayor

(SEAL)

ATTEST:

  
\_\_\_\_\_  
Bo Ayad, Town Clerk