

TOWN OF PITKIN, COLORADO  
Ordinance No.1 Series 2019

AN ORDINANCE BY THE BOARD OF TRUSTEES OF THE TOWN OF PITKIN,  
COLORADO, ESTABLISHING POLICY AND PROCESS FOR PAYMENT OF PERSONNEL  
COMPENSATED BY THE TOWN OF PITKIN

WHEREAS: There is no Pitkin Town Agent or Manager to write and administer personnel policy for individuals and companies employed by the Town, and,

WHEREAS: The Town of Pitkin is required to hire employees and contractors to provided required services,

the following personnel policy is defined in this ordinance and will be used by the Town of Pitkin.:

All personnel compensated by the Town of Pitkin are required to execute the process within this Ordinance and submit the required documentation to the Town Clerk or the Town Treasurer. This documentation will be included in the monthly disbursement report provided by the Pitkin Town Clerk/Treasurer to the Pitkin Board of Trustees and Mayor for their review and approval at the Monthly Town Meeting. No payments can be approved by the Board of Trustees for personnel compensation without this documentation.

**SECTION 1. Definitions:**

1. Town Clerk: The Pitkin Town Clerk.
2. Town Treasurer: The Pitkin Town Treasurer. Or, the Pitkin Town Clerk if designated by the Pitkin Board of Trustees to act as the Town Treasurer.
3. Employee: Any person paid by the Town of Pitkin based upon an hourly or salaried rate.
4. Employee Time Sheet: The time record documenting the amount of time worked on various jobs by an employee (Attachment A).
5. Employee Fee Record Sheet: The event record and associated fees on various jobs by an employee (Attachement B).
6. Independent Contractor: Any self-employed person or company paid by the Town of Pitkin based upon an agreed fixed fee for a prescribed service.
7. The Town: The Town of Pitkin, Colorado
8. Monthly Town Meeting: The monthly general meeting of The Town of Pitkin Board of Trustees.

## **SECTION 2. Employees:**

Employees are persons employed by The Town for an agreed upon hourly or salaried wage, or paid by fee. These employees are hired by the Town to provide services and may work either full-time (40 hours per week) or part-time (less than 40 hours per week). Hours over 40 hours weekly will be paid at the overtime rate as required by State of Colorado and US Federal Laws.

Upon hiring, the employee will complete Internal Revenue Service W-4 and the Town will withhold the appropriate payroll taxes. The wages and related payroll taxes will be reported to the employee annually on Internal Revenue Service Form W-2.

The Employee Time Sheet, for hourly or salaried wage employees, (Attachment A) will contain the following information:

1. Name of Employee.
2. Job Title.
3. Month and Year of Sheet.
4. Date and time worked with the detail of the work tasks performed as diagrammed on Attachment A.
5. If the employment agreement includes a guarantee of a minimum number of hours, then any non-worked hours will be noted on the Employee Time Sheet.

The Employee Fee Record Sheet, for fee paid employees, (Attachment B) will contain the following information.

1. Name of Employee.
2. Job Title.
3. Month and Year of Sheet.
4. Date and Time of assigned events requiring a fee payment as diagrammed on Attachment B.
5. All assigned activities performed during the month as diagrammed on Attachment B.

(Employees paid by fee, will have an unique Employee Fee Record Sheet that describes their fee events. The Employee Fee Record Sheet in this Ordinance is an example that describes the fee events for a Building Inspector.)

Employee Time Sheets and Employee Fee Record Sheets will be submitted to the Town Clerk at the end of each month to be included with the disbursement report for approval by the Town Trustees at the Monthly Town Meeting.

## **Section 3. Independent Contractors:**

Independent Contractors are hired by the Town to perform various services and are compensated by a pre-determined price for a defined task or series of tasks. A formal contract between the Town and the Independent Contractor will define the terms of the services to be provided and the compensation to be paid for these services.

Independent Contractors must meet the definition as defined by the Internal Revenue Service. Independent Contractors are self-employed individuals and are responsible to report the income and pay the related income and self-employment taxes. The Town will require an Internal Revenue Service Form W-9 with the appropriate reporting information in order to prepare the annual Internal Revenue Service Form 1099MISC for the Independent Contractor.

The Independent Contractor invoice documentation and payment intervals will be defined in the aforementioned contract with the Town. Independent Contractor Invoices will be submitted to the Town Clerk by the end of each month to be included in the disbursement report for approval by the Town Trustees at the Monthly Town Meeting.

Attachment A - Employee Time Sheet and Completed Example Sheet

Attachment B - Employee Fee Record Sheet and Completed Record Sheet

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Pitkin, the adopts this Ordinance ESTABLISHING POLICY AND PROCESS FOR PAYMENT OF PERSONNEL COMPENSATED BY THE TOWN OF PITKIN.

READ, ADOPTED, AND ORDERED PUBLISHED THIS 14th DAY OF January 2019.

By: \_\_\_\_\_  
Rachel New, Mayor

ATTEST: \_\_\_\_\_  
Sara Gibb, Town Clerk/Treasurer

Attachment "A"  
Employee Time Sheet  
and Completed Example Sheet

# Town of Pitkin = Employee Time Sheet

Name:

Job Title:

Month:

| Date | Time  |     | Description of work performed | Hours Worked |
|------|-------|-----|-------------------------------|--------------|
|      | Begin | End |                               |              |

Signature: \_\_\_\_\_

Total Hours for Month: 0.0



Attachment "B"

Employee Fee Record Sheet  
and Completed Example Sheet

## Town of Pitkin = Employee Fee Record Sheet

Name:

Job Title:

Month:

| Date | Permit Information |                |        | Description of Permit | Amount Due |
|------|--------------------|----------------|--------|-----------------------|------------|
|      | Type               | Date of Permit | Number |                       |            |

Total Amount of Invoice: \$ -

| Date | Inspection Tasks Performed |                  |          | Description of Permit | Status |
|------|----------------------------|------------------|----------|-----------------------|--------|
|      | Date                       | Duration (Hours) | Permit # |                       |        |

Signature: \_\_\_\_\_



## Town of Pitkin = Employee Fee Record Sheet = EXAMPLE

Name: Johnny Builder  
 Job Title: Building Inspector  
 Month: January 2019

| Date      | Permit Information |                |        | Description of Permit                           | Amount Due |
|-----------|--------------------|----------------|--------|---|------------|
|           | Type               | Date of Permit | Number |   |            |
| 1/10/2019 | Deck               | 12/23/2018     | 12345  | Oura Bradford, 1115 Capital Street, New Deck    | \$ 25.00   |
| 1/10/2019 | Garage             | 12/29/2018     | 12346  | Paul Pitkin, 1223 Moon River Street, New Garage | \$ 100.00  |
| 1/10/2019 | House              | 12/31/2018     | 12347  | Joe Hockersmith, 1899 Never Alley, New Home     | \$ 350.00  |

Total Amount of Invoice: \$ 450.00

| Date       | Inspection Task Performed |                  |          | Description of Permit   | Status |
|------------|---------------------------|------------------|----------|---|--------|
|            | Date                      | Duration (Hours) | Permit # |   |        |
| 12/23/2018 | Foundation                | 1.0              | 12312    | Joe Bear, 1345 Swamp Street, For Tomichi Company, Garage  | Passed |
| 1/5/2018   | Framing                   | 0.5              | 12346    | John Pitkin, 1225 Moon River Street, for Owner, Garage  | Passed |
| 1/5/2018   | Final                     | 1.5              | 12300    | Fred Fox, 111 Mouse Alley, for Plains Contracting, Home<br>(Fixing minor issues and will call for re-inspection.) | Failed |

Signature: \_\_\_\_\_