

BOARD OF TRUSTEES  
TOWN OF LA JARA  
LA JARA, COLORADO

RESOLUTION NO. 1980-2

WHEREAS, the Board of Trustees is empowered to make amendments to the document "Town of La Jara, Colorado / Personnel Policies and Procedures / July 10, 1979" by resolution in accordance with its Resolution 1979-3 previously adopted, and

WHEREAS, the Board finds that the proposed amendment pages attached hereto, namely,

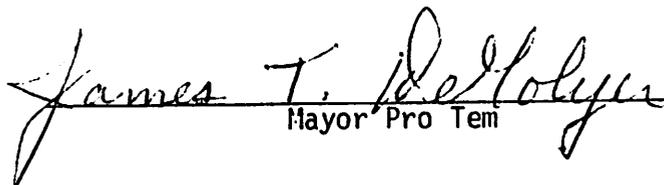
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"Page 11 2/80 Replacement"

are consistent with the intent of Resolution 1979-3 and are desirable amendments to the policies and procedures, now therefore

BE IT RESOLVED that the Board of Trustees hereby amends "Town of Colorado / Personnel Policies and Procedures / July 10, 1979" by the substitution of the above-named amendment pages for the like-numbered pages in the original policy, and further

BE IT RESOLVED that the Board of Trustees hereby instructs the Town Clerk to issue copies of the amendment pages to all persons known to possess copies of the original policies and procedures, and to replace the affected pages in all copies of the original policies and procedures in her possession.

ADOPTED THIS EIGHTEENTH DAY OF MARCH, 1980, BY THE BOARD OF TRUSTEES OF THE TOWN OF LA JARA, COLORADO.

  
\_\_\_\_\_  
Mayor Pro Tem

Attest:   
\_\_\_\_\_  
Town Clerk

## COMPENSATION

### GENERAL POLICY:

The Town of La Jara is committed to paying its employees salaries commensurate with salaries paid to employees with similar qualification and job responsibilities in towns of similar size WHERE POSSIBLE.

### PAYROLL PERIODS:

Pay periods are twice a month. Employees are paid on the 15th day of each month and the last working day of each month. Should the 15th fall on a weekend, paychecks will be issued the Friday before. Should the 15th fall on a holiday, paychecks will be issued the working day before.

### RAISES:

Performance evaluations will be made on an annual basis. Years of service and performance will be taken into account. Raises are at the discretion of the Board of Trustees and may not occur each year.

### SALARY ADVANCES:

Advances in salary will be granted only in cases of extreme emergency and only upon written request to the mayor or mayor pro tem.

### WORKING HOURS AND OVERTIME

Supervisory employees are paid on a salaried basis and work the hours necessary without any formal provision for overtime compensation. The Board may make such arrangements in a specific case as the law may require and/or the judgment of the Board may suggest.

Non-supervisory employees work a forty-hour week, with specific hours as determined by the supervisor and subject to review by the Town Board. When such an employee, with prior approval of his supervisor or the Board and with a written record being kept, works hours in addition to the forty hours planned for the week, the supervisor shall make every reasonable effort to adjust the remainder of the week's work schedule to avoid a total work week in excess of forty hours. If this is not practical, the supervisor shall endeavor to award compensatory time within the next four weeks after the week in which the overtime was incurred equal to one-and-one-half hours compensatory time for each hour worked overtime. If the supervisor is unable to award compensatory time, the employee shall be awarded overtime pay at the basis of one-and-one-half hours pay for each hour worked overtime. In any case of awarding of overtime pay, the department head shall cause a record and explanation of the overtime pay to appear in the next departmental report to the Town Board.

- a. For the employee who does not wish to interrupt employment and desires to continue on full salary throughout the pregnancy, 3 additional personal days will be granted, which when added to sick leave may be utilized prior to birth for hospital stay and/or subsequent confinement at home.
- b. For the employee who wishes to take a leave of absence and resume work at a later time: leave without pay will be granted for a period of not more than 1 month with return employment granted at the same rate of pay. Additional leave time may be granted after consultation with the Mayor or Mayor pro tem.

Maternity leave of absence may be granted only by written letter specifying the term of leave and must be approved by the Board of Trustees.

## JURY AND WITNESS DUTY

### JURY DUTY

An employee who is summoned by the Clerk of the Court to serve on a jury will be eligible to receive up to 3 working days off with pay. Any compensation received by the employee as a result of jury service shall be deducted from the employee's pay.

### WITNESS DUTY

An employee subpoenaed as a witness shall receive his or her regular pay for the time required to comply with the subpoena. Any compensation received by the employee as a result of witness duty shall be deducted from the employee's pay.

The foregoing is not to be construed as distinguishing witness duty directly arising from employment as a police officer from any other working time. Any time spent by a town police officer as a witness shall be treated the same as any other working time in accordance with the "Working Hours and Overtime" section of these policies and

#### ABSENCE DURING WORK DAY:

Prior approval from an employee's supervisor will be required before absence during a scheduled work day is allowed. Time off will be made up by arrangement with the supervisor.

#### BREAKS:

Employees are allowed a 15 minute break in the morning and again in the afternoon at the time agreed to by the employee and supervisor.

#### TARDINESS AND ABSENTEEISM:

Absence from work must be reported to the supervisor prior to the start of the regular work day. Failure to notify will result in deduction of the entire day from monthly pay. Repeated failure to give such notice shall be grounds for disciplinary action.

#### USE OF TOWN VEHICLES:

Use of vehicles belonging to the Town of La Jara for business unrelated to job activities is strictly forbidden. Repeated violation of this regulation is grounds for disciplinary action or dismissal.