RESOLUTION NO. 1992-1

A RESOLUTION AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL ADOPTED BY THE BOARD OF TRUSTEES JULY 13, 1988.

WHEREAS, on July 13, 1988, the Board of Trustees adopted Personnel Policy and Procedures which govern, among other things, the relationship of employees with the Board of Trustees of the Town of La Jara and the rights, duties, and obligations of each, including, but not limited to, hiring practices, probationary employment periods, termination procedures, and manners of a similar nature, and

WHEREAS, the Board of Trustees finds and determines that, with respect to all new personnel employed or to be employed by the Town of La Jara, such employment should be on a probationary basis for the purpose of affording not only the Board of Trustees an opportunity to determine whether the employee is qualified for the job for which hired, but also to give the employee adequate time and opportunity to learn the policies and procedures with respect to such employment, and

WHEREAS, the Board of Trustees finds and determines that it is necessary and advisable that the probationary employment period be extended to six months from the first date of employment from its present four months from the first day of employment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of La Jara, Colorado, as follows:

Section One: The paragraph headed GENERAL POLICY under the PROBATIONARY EMPLOYMENT PERIOD of the Employee Personnel Policy and Procedures Manual and as more particularly set forth on page 5 thereof and reading as follows:

GENERAL POLICIES

> All new personnel shall be employed on a probationary basis. The probationary period shall be four (4) months from the first day of employment. The probationary period may be extended for not more than thirty (30) days by giving written notice to the employee.

is deleted in its entirety.

Section Two: A new paragraph headed GENERAL POLICY under the PROBATIONARY EMPLOYMENT PERIOD section of the Personnel and Procedure Manual, and to appear on page 5 thereof is hereby reenacted as follows:

GENERAL POLICIES

All new personnel shall be employed on a probationary basis. The probationary period shall be six (6) months from the first day of employment. The probationary period may be extended for not more than thirty (30) day by giving written notice to the employee.

Section Three - Retention: The employee's Personnel and Procedure Manual adopted July 13, 1988, not otherwise amended by any ordinance or resolution by the Board of Trustees of the Board of La Jara with respect thereto subsequent to the initial adoption of said Personnel and Procedure Manual, or by this Resolution,

shall remain in full force and effect without deletion or amendment thereto.

INTRODUCED, PASSED AND ADOPTED, AND APPROVED this 12th day of March, 1992.

TOWN OF LA JARA

BY: James T. DeGolyer
James D. DeGolyer, Mayor

(SEAL)

ATTEST:

Helen J. Hutchins
Helen J. Hutchins, Town Clerk