

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 27 - 2024

A RESOLUTION APPROVING A POLICY RELATING TO EMPLOYMENT OF RELATIVES/FAMILY MEMBERS

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town Board of Trustees has previously adopted a New Hire Policy; and

WHEREAS, in conjunction with hiring employees, the town does not discriminate in hiring relatives of employees; and

WHEREAS, issuing a policy will reduce perceived or actual conflict, such as potential favoritism or personal conflicts from outside the work environment.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Board of Trustees for the Town of Palmer Lake hereby approves the Employment of Relatives/Family Members Policy as attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9th DAY OF MAY 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO



Dawn A. Collins
Town Administrator/Clerk

BY: 

Grant Havenar
Mayor



ADD: EMPLOYMENT OF RELATIVES/FAMILY MEMBERS			
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ISSUE DATE:	MAY 2024	REVISION DATE:	
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I. PURPOSE

The Town of Palmer Lake is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or opposition to the employment of relatives.

II. POLICY

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into working relationships, the Town of Palmer Lake will hire relatives of persons currently employed only if:

- Candidates for employment will not be working directly for or supervising a relative; and
- Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current and future employees and candidates for employment.

A family member is defined as one of the following: spouse, parent, step parent, child, step child, grandparent, grandchild, brother, brother in law, sister, sister in law, uncle, aunt, nephew, niece, first cousin, or in-law (father, mother, son, daughter).

III. PROCEDURE

Prior to any employment offer, the immediate supervisor is responsible for ensuring policy compliance. If any employee, after employment, enters one of the above relationships, one of the affected employees must seek a transfer or change in reporting. Employees are responsible for reporting any change in relationships with another employee to their supervisor. Department supervisors are responsible for reporting and supporting reassignment of employees.

No exception to this policy will be made without written consent of the Town Administrator.