



**TOWN OF RED CLIFF
RESOLUTION 10, SERIES 2025**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF,
COLORADO, ADOPTING THE UPDATED EMPLOYEE HANDBOOK**

WHEREAS, the Town of Red Cliff is committed to maintaining clear, consistent, and legally compliant policies for the administration of its personnel practices; and

WHEREAS, the Employee Handbook provides important guidance to Town employees regarding benefits, conduct, workplace expectations, and other terms and conditions of employment; and


WHEREAS, the Board of Trustees finds it necessary and in the best interests of the Town to update the Employee Handbook to reflect current policies, practices, and applicable laws; and

WHEREAS, the updated Employee Handbook supersedes all previous versions and shall serve as the official personnel policy of the Town of Red Cliff until amended or replaced.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF RED CLIFF, STATE OF COLORADO:

1. The attached Employee Handbook, dated August 5, 2025, is hereby adopted as the official personnel policy of the Town of Red Cliff.
2. This Employee Handbook shall apply to all Town employees effective immediately upon passage of this Resolution.
3. The Town Administrator is directed to distribute the updated handbook to all employees and secure signed acknowledgments of receipt.

This Resolution passed by a vote of the Board of Trustees for the Town of Red Cliff. INTRODUCED, READ, APPROVED AND ADOPTED this 5th day of August, 2025.



Duke Gerber, Mayor

Attest:



Melissa Matthews, Town Administrator/Clerk