

RESOLUTION 8, SERIES 2011
A RESOLUTION CONFIRMING THE SALARY STRUCTURE OF MARY ELLEN BURCH;
TOWN CLERK AND TREASURER

WHEREAS, the Town Board of Jamestown, CO encourages employees to increase their knowledge and qualifications for positions held; and

WHEREAS, Town employee Mary Ellen Burch has accepted increased responsibilities and has exhibited superior performance in her duties as Town Clerk and Treasurer, and

WHEREAS, as Town Clerk she has not had an increase in pay during the last 5 years;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF JAMESTOWN, COLORADO:

Section 1. The Town Board of Jamestown, CO hereby increases (7%) the salary of Mary Ellen Burch to \$2206 per month commencing October 1, 2011 and based on minimum of 28 hours per week.

Section 2. Overtime shall be paid after the employee has worked more than 32 hours (including paid absence) in a one week period at a rate of \$18.18 per hour. Overtime shall be paid after the employee has worked more than 40 hours (including paid absence) in a one week period at a rate of \$27.27 per hour. All overtime shall be approved in advance by the Mayor.

Section 3. Clerk/Treasurer Salary shall be allocated between Town activities as follows:

Fire/EMT/Safety Services:	10%
Water Operations:	24%
Streets and Bridges:	05%
General Fund:	61%

Section 4. Employee shall be eligible for 10 days paid absence during a calendar year. Any days not taken during the calendar year may be carried over to the next year. Days carried over and not taken shall not be carried over to a second year and no compensation shall be paid for them.

Section 5. All other conditions of employment shall be in accordance with the Town Employee Policy as amended by the Town Board.

INTRODUCED, READ, ADOPTED, APPROVED, AND SIGNED THIS 12TH DAY OF SEPTEMBER, 2011.



TARA SCHOEDINGER, MAYOR

Attest:



MARY ELLEN BURCH, TOWN CLERK