



Dear Employee,

The strength and vitality the Town of Boone enjoys is due to the many important contributions made by each of its employees. The Town of Boone benefits greatly from the dedication and professionalism each of you bring to your work. The Town of Boone is regularly selected as one of the best places to live, work, play and learn in the United States, and you are now a part of the team that makes this possible. For our employees, we strive to administer our policies, as well as our benefit and compensation programs, in a manner that is competitive, fair and understandable. Our continued success depends upon you, our employees, and the work that you do. We know that innovation comes from employees who are passionate about their work, which is why we are committed to providing a collaborative and inclusive work environment that encourages growth and development, and rewards individual and team achievements.

We must all remember that while we strive to meet our goals, we must do so with the highest ethical standards of compliance with our policies, procedures and practices. Honest, ethical and professional conduct remains fundamental to achieving the highest goals for the Town of Boone. This Employee Handbook was designed to ensure that you have the information you need to be successful. While this Employee Handbook provides important information relative to all aspects of your employment at the Town of Boone, it cannot be used as the basis for all decisions. I encourage you to consult your supervisors and the Human Resources staff. The Human Resources Department is structured to provide a full range of services, including benefit administration, classification and compensation, and employee relations.

I hope you will derive much satisfaction and personal fulfillment in knowing the vital contribution that you make to the success of our community. I wish you all the best with your career at the Town of Boone. Welcome to the team!

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Davis".

Amy Davis  
Town Manager

TOWN OF BOONE PERSONNEL POLICY

BE IT RESOLVED by the Town Council of the Town of Boone that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Boone.

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