

RESOLUTION NO. 7-2016

A RESOLUTION ESTABLISHING BI-WEEKLY PAY PERIODS FOR FERGUS COUNTY OFFICERS AND EMPLOYEES, AND ESTABLISHING POLICES RELATING THERETO AND SUPERSEDING EXISITING POLICES PRESCRIBING A MONTHLY PAYROLL

WHEREAS, the Board of Commissioners of Fergus County is responsible for developing policies and implementing practices for payment of salaries and wages to officers and employees of the County; and

WHEREAS, for many years employees and officers of Fergus County have received paychecks or payroll deposits on a monthly basis; and at this time the Board of Commissioners has decided to pay Fergus County employees and officers on a bi-weekly basis;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The final monthly paycheck or payroll deposit will be paid to officers and employees on July 5, 2016, for hours worked during the month of June 2016.

2. The first bi-weekly paycheck or payroll deposit for employees and officers will be on July 22nd, 2016, for hours or time worked from July 1st through July 16th, 2016. The next bi-weekly paycheck or payroll deposit shall be on August 5th, 2016, for hours or time worked from July 17th through July 31st, 2016.

3. It is the intention of the Board of Commissioners that paydays will be every other Friday; and if any legal holiday falls on a Friday, then the payday shall be on the preceding Thursday.

BE IT FURTHER RESOLVED that the Pay Policy of Fergus County, which appears in the Personnel Policy Handbook is hereby amended to read as follows:

"Paydays will occur bi-weekly, every other Friday. If a holiday falls on a scheduled payday, then payday will occur on the preceding Thursday.

Each employee on the first day of work is required to fill out a W-4 for Federal Income Tax Withholding, an I-9 Form, and any other employee data information as necessary for payroll. Full time employees are required to complete and return to the Human Resource Department all benefit package information before receiving their first paycheck.

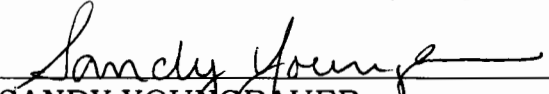
Compensation for all employees is set by the County Commissioners annually, and with respect to any appropriate or necessary collective bargaining negotiations.

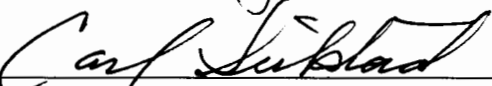
BE IT FURTHER RESOLVED that notice of this payroll change shall be provided to all officers and employees, in writing, with delivery of their paycheck or paystub on July 5th, 2016.

BE IT FURTHER RESOLVED that the Personnel Policy Handbook shall be amended as stated above, and the Fergus County Human Resources Department shall insure that digital and paper copies of the handbook reflect the amendment approved herein.

PASSED AND APPROVED by Fergus County the 27 day of June, 2016.

BOARD OF COMMISSIONERS:


SANDY YOUNGBAUER


CARL SEILSTAD


ROSS BUTCHER

ATTEST:


RANA WICHMAN, Clerk & Recorder