

Warren County Board of Supervisors

RESOLUTION NO. 433 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LOEB, LEGGETT, SOKOL, HYDE, MAGOWAN, HOGAN, WILD, DRISCOLL AND DICKINSON

ADOPTING REVISED WARREN COUNTY PAYROLL RULES POLICY

WHEREAS, the Payroll Rules Committee has updated and clarified the Warren County Payroll Rules Policy, and has recommended the updated policy Schedule “A” annexed hereto, and the Support Services Committee has, recommended that the same be advanced to the full Board of Supervisors for consideration now, therefore, be it

RESOLVED, that the Payroll Rules Policy, attached hereto as Schedule “A,” be, and hereby is adopted as the official policy of Warren County.

SCHEDULE “A”

PAYROLL RULES POLICY

PURPOSE:

The purpose of the Payroll Rules Policy is to provide clarification and standardization of rules that are not stipulated by union contracts or County policies. This Policy will identify payroll issues and create uniform written policies that will provide consistency and guidance to Warren County Departments.

POLICY RULES:

- 1) Sick leave will be earned and posted on the last Friday of the month.
- 2) Civil Service no longer will request a 426 form for an employee removed from the payroll for one day or less per pay period. Instead of the 426, the department head or designee must report any reduction in normal hours by email to the Payroll Supervisor and Payroll Technician in the Treasurer’s Office, and Human Resources Executive Assistant before submission of payroll hours.
- 3) A lunch period will be paid after an employee completes at least a half day of work. For instance, if an employee normally works eight (8) hours, the employee must work four (4) hours in order to receive a paid lunch period. The hours worked during the day do not have to be consecutive.
- 4) An employee must hold a position as of January 1st of any given year in order to receive applicable annual accruals.
- 5) Countryside Adult Home will pay per diem employees who work on a holiday, over eight (8) hours per shift, or in excess of forty (40) hours per week at time and one half of their hourly rate.

EFFECTIVE DATE:

October 18, 2019.