

Payroll Policy

Date of Adopting Motion: 7/21/2022

The finance officer shall only accept hourly payroll hours from a council person.

The president will assign each council person with responsibilities and duties during the first month of his/her yearly assignment as president which is typically in the month of May. Some of these duties encompass budget appropriations for hourly payroll. All hourly employees shall submit their hours to the correct council person whose duties encompass the budget appropriation for their payment. If multiple council members are responsible for the same appropriation then hours shall be submitted to only one of the council members.