Warren County Board of Supervisors

Resolution Introduced by   Supervisors Bump, Eggleston, Barton, Martin, Malone, Nichols and Dickinson

ESTABLISHING POLICY FOR ISSUANCE OF
COUNTY PAY CHECKS

RESOLVED, that effective July 17, 1981, the following procedures shall apply for the issuance of County pay checks:

1. Pay day for all Warren County employees will be every other Friday.

2. Pay checks will be dated the day of issuance for pay period ending the preceding Sunday and shall be available for pick up after 9:00 A.M. in the Treasurer's Office by the Department Head or other agency representative.

3. All pay checks (except in an emergency) will be processed by the Data Processing Department.

4. In the event of a scheduled vacation or planned surgery, a regular paycheck may be released prior to pay date if the employee provides two weeks notice to their Department Head as well as the Treasurer's Office and Personnel Office.

5. Requests for early release of pay checks must be approved by the Department Head and Personnel Officer. In case of absence by the Department Head, the Deputy Department Head or other designated agency representative may approve early request. In case of absence of the Personnel Officer, the Chairman of the Board of Supervisors or his designated representative may approve an early release request.

ADOPTED BY UNANIMOUS VOTE