



BOISE COUNTY

RESOLUTION #2013-22

A BOISE COUNTY RESOLUTION AMENDING THE BOISE COUNTY PERSONNEL POLICY

WHEREAS, the Boise County Board of Commissioners has approved the Boise County Personnel Policy, known as Resolution #2011-14; and

WHEREAS, a diligent review and discussion of the new policy has been held by the Boise County Board of Commissioners; and

WHEREAS, agreement has been reached, by the Board, on the wording changes included in the amended Personnel Policy.

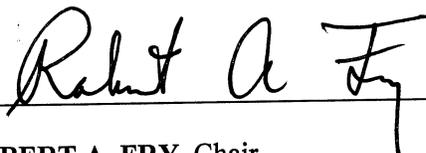
NOW THEREFORE BE IT RESOLVED, that the Boise County Board of Commissioners does hereby amend Boise County Resolution #2011-14, to include changes made in section:

IV. Employee Classification, Compensation and Benefits, B. Compensation Policies, 10.
Payroll Procedures and Paydays; and,

IT IS FURTHER RESOLVED that Resolution #2013-22, known as the Boise County Personnel Policy Amendment, be effective as of November 19th, 2012.

APPROVED and ADOPTED this 19th day of November 2012 in Open Session of the Boise County Board of Commissioners.

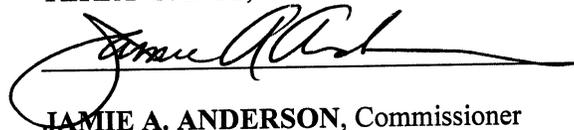
BOISE COUNTY BOARD OF COMMISSIONERS



ROBERT A. FRY, Chair

absent

TERRY C. DAY, Commissioner



JAMIE A. ANDERSON, Commissioner

ATTEST:

Mary T. Prisco

Mary T. Prisco, Clerk to the Board

10. Payroll Procedures and Paydays

Employees are paid bi-weekly throughout the year. Paychecks are issued by the Payroll office of the Boise County Clerk on the Friday following the bi-weekly period ending on the previous Saturday at 11:59 p.m. Elected officials and department heads shall submit completed timesheets with their authorized signature, to the Payroll Clerk on the Monday following the end of a bi-weekly payroll cycle. Timesheets received later in the week will not be processed for payment until the next bi-weekly payroll cycle. In instances where the Mondays following a payroll period end are recognized as County holidays, signed and approved timesheets will be due on the Tuesday following the end of the payroll period.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. The paycheck is generated by a computer program that does not have the capacity to think or to understand individual circumstances. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the County. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Board of County Commissioners with the assistance of the County Clerk, the policy shall prevail. Employees are obligated to call to the County's attention any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

11. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to County operations or called to serve on jury duty.