

RESOLUTION #92-5

WHEREAS, the Boise County Board of Commissioners is empowered to set policy for the county; and

WHEREAS, there exists no written policy regarding pay periods/paydays and demand warrants; and

WHEREAS, the Board desires to establish a written policy regarding pay periods/paydays and demand warrants;


NOW THEREFORE BE IT RESOLVED that time cards will be submitted bi-monthly at the end of each pay period and must be submitted prior to issuance of a check. There will be two pay periods per month. The first pay period will be from the first day of the month through the fifteenth day of the month with payday being on the twentieth day of the month. The second pay period of the month will be from the sixteenth day of the month until the last day of the month with payday being on the fifth day of the month. Paydays will be on the fifth and the twentieth day of each month. Checks will be available to be picked up at the Clerk's office in Idaho City, Idaho between 8:00 A.M. and 10:00 A.M. on paydays only. All checks not picked up by 10:00 A.M. will be placed in the U.S. Mail that same day. If payday falls on a weekend, paychecks will be issued on Friday. If payday falls on a legal holiday, paychecks will be issued the day before.

NOW THEREFORE BE IT FURTHER RESOLVED, that bills are approved on the second Monday of each month, according to Idaho Code. Demand warrants must be approved by the Board at a regular meeting of the Board prior to issuance.

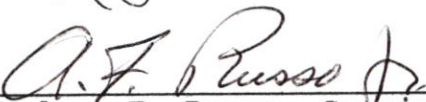
THIS RESOLUTION SHALL BE EFFECTIVE starting June 1, 1992.

PASSED AND ADOPTED this 11th day of May, 1992.


THE BOISE COUNTY BOARD OF COMMISSIONERS



Mary Hanson, Chairman

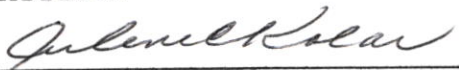


Andrew F. Russo, Commissioner



Don Weilmunster, Commissioner

ATTEST:



Arlene C. Kolar
Clerk to the Board