

Warren County Board of Supervisors

RESOLUTION NO. 391 OF 2016

Resolution introduced by Supervisors Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer

AMENDING RESOLUTION NO. 267 OF 2015, APPROVING THE WARREN COUNTY PAYROLL RULES POLICY, TO STATE THAT PER DIEM EMPLOYEES OF COUNTRYSIDE ADULT HOME WILL BE COMPENSATED AT A RATE OF TIME AND ONE HALF WHEN WORKING A HOLIDAY, ANY HOURS OVER EIGHT (8) PER SHIFT OR IN EXCESS OF FORTY (40) HOURS PER WEEK

WHEREAS, the Warren County Board of Supervisors approved the Payroll Rules Policy on May 18, 2015, and

WHEREAS, the Director of Countryside Adult Home has advised that in order to ensure adequate coverage at the facility, it is necessary to utilize per diem employees and that when these individuals work on a holiday, over eight (8) hours per shift or in excess of forty (40) hours per week, they should be compensated at time and one half of their hourly rate, and

WHEREAS, the Finance, Personnel and Higher Education Committee has considered and approved this request, now, therefore, be it

RESOLVED, that the Payroll Rules Policy, attached hereto as Schedule "A", be, and hereby is amended to state that per diem employees who work on a holiday, over eight (8) hours per shift or in excess of forty (40) hours per week will be compensated at time and one half of their hourly rate, and be it further

RESOLVED, that other than the amendment outlined herein, the terms and conditions of the Payroll Rules Policy will remain as is.

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 with the exception of half day vacation. 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. In the instance of half day vacation day, there will be no paid lunch hour since half is worked and half is vacation. (i.e. an eight (8) hour employee will work four (4) hours and take four (4) hours vacation.
- 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:

This policy includes all employees, union and non-bargaining, excluding PBA members, and will be effective beginning May 18, 2015. **Amended to add delete Policy Rule #4, re-number Policy Rule #5 as Policy Rule #4 and add Policy Rule #5 effective September 16, 2016.**