

**RESOLUTION NO. 2023- 10**

**A RESOLUTION ESTABLISHING A POLICY FOR PROCESSING LATE  
EMPLOYEE TIME CARDS**

WHEREAS, Petroleum County pays its employees on a monthly basis; and

WHEREAS, employees track their hours worked using a time card system; and

WHEREAS, time cards are due on the 19<sup>th</sup> of every month so that payroll may be timely processed and paychecks issued on the 25<sup>th</sup> of every month; and

WHEREAS, it is not practical to delay processing payroll when an employee turns in a time card after the 19<sup>th</sup> of the month;

NOW, THEREFORE, BE IT RESOLVED that Petroleum County will process payroll and issue paychecks to all employees who turn in their time cards by the 19<sup>th</sup> of the month.

BE IT FURTHER RESOLVED that any time cards received after the 19<sup>th</sup> of the month will be processed and paychecks will be issued during the next regular payroll period.

BE IT FURTHER RESOLVED that Petroleum County will notify employees of this policy by providing them a copy of this resolution.

DATED this 8<sup>th</sup> day of May, 2023.



Krista Rowton Deputy  
JESS HOGE,  
CLERK AND RECORDER

Sig PUGRUD  
SIG PUGRUD, CHAIR

Paul Mckenna  
PAUL MCKENNA, MEMBER

Craig Iverson  
CRAIG IVERSON, MEMBER