

Jess Hoge, Clerk & Recorder

by *Sharon Wheeler*
Return to: PETROLEUM COUNTY COMMISSIONERS
WINNETT, MT 59087**RESOLUTION NO. 2025 - 8****A RESOLUTION UPDATING PETROLEUM COUNTY'S POLICY FOR
PROCESSING LATE EMPLOYEE TIME CARDS**

WHEREAS, Petroleum County pays its employees on a bi-weekly basis; and

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

WHEREAS, time cards are due at 12 p.m. (noon) on the Monday of payday week (or at 12 p.m. on the Tuesday of payday week if the Monday is a legal holiday) so that payroll may be timely processed and paychecks issued every other Friday; and

WHEREAS, it is not practical to delay processing payroll when an employee turns in a time card after 12 p.m. (noon) on the Monday of payday week;

NOW, THEREFORE, BE IT RESOLVED that Petroleum County will process payroll and issue paychecks to all employees who turn in their time cards by 12 p.m. (noon) on the Monday of payday week.

BE IT FURTHER RESOLVED that any time cards received after 12 p.m. (noon) on the Monday of payday week 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 24 day of February, 2025.

ATTEST:



Jess Hoge
JESS HOGE,
CLERK AND RECORDER

Sig Pugrud
SIG PUGRUD, MEMBER

Paul McKenna
PAUL MCKENNA, CHAIR

Craig Iverson
CRAIG IVERSON, MEMBER