

RESOLUTION NO. 554

A RESOLUTION AMENDING STAYTON PERSONNEL HANDBOOK SECTION 5.7, "PAY PERIOD", AND SECTION 5.8, "PAY DAY."

WHEREAS, The Stayton City Council has adopted the "City of Stayton Personnel Handbook" (Resolution No. 499, September 1992) establishing policies and procedures for employment by the City of Stayton; and

WHEREAS, Section 5.7 establishes pay periods; and

WHEREAS, Section 5.8 establishes on which days of the month employees will be paid and on which days draws on monthly salaries may be made; and

WHEREAS, Section 5.8 provide that pay days will occur on the last day of the month and draw days will occur on the fifteenth day of the month; and

WHEREAS, an amendment to the Stayton Personnel Handbook related to pay days is needed to provide consistency in calculating salary and benefits for individual employees based on full calendar months of work;

NOW, THEREFORE, the Stayton City Council hereby resolves as follows:

SECTION 1: Stayton Personnel Handbook Section 5.7, "Pay Period", is hereby amended to read:

The pay period will begin on the first day of the month and end on the last day of the month.

SECTION 2: The Stayton Personnel Handbook, Section 5.8., "Pay Day," is hereby amended to read:

Employees will be paid on the fifth day of the month. A draw day on the twentieth day is optional to the employee. The draw will not exceed 50 percent of the employee's take-home pay or of the net salary earned to the day of the draw, whichever is less. If the fifth or twentieth day of the month falls on a Saturday, payday will be the preceding Friday. If the fifth or twentieth day of the month falls on a Sunday or holiday, payday will be on the next regular work day.

SECTION 3: This amendment to the Stayton Personnel Handbook, Sections 5.7 and 5.8, shall become effective 1 January 1995.

ADOPTED BY THE STAYTON CITY COUNCIL this 19th day of September 1994.

Date: 9-23-94

By: Willmer Van Vleet
WILLMER VAN VLEET, Mayor

Date: 9-22-94

Attest: David W. Kinney
DAVID W. KINNEY, City Administrator

RESCINDED 10-17-95

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