

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: October 11, 2022	ITEM TIME:

FROM:	Kathy Nelson, Human Resources Director
TODAY'S DATE:	October 4, 2022
AGENDA TITLE:	Consideration to Approve Updates to Section 12.4 Pay Day Policy

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

Consideration to Approve Updates to Section 12.4 Pay Day Policy

II. RECOMMENDED ACTION:

Recommend Motion to Approve Updates to Section 12.4 Pay Day Policy

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: NA

PROPOSED EXPENDITURE: NA

FUNDING SOURCE: NA

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None Known.

V. BACKGROUND INFORMATION:

Effective October 2022, Routt County is changing its payroll schedule from semi-monthly, current to bi-weekly, arrears.

Section Twelve: Pay and Benefits of our Personnel Handbook states how Routt County pays employees.

Section 12.4 is being updated to reflect our new bi-weekly, arrears pay schedule.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

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VIII. SUMMARY AND OTHER OPTIONS:

The Board has the option to approve the policy as presented today, to make further changes to the policy or not approve the policy as presented.