

RESOLUTION 03-2017

A RESOLUTION BY THE CITY COUNCIL OF DIAMOND CITY, BOONE COUNTY, ARKANSAS TO REQUIRE ALL EMPLOYEES AND ELECTED OFFICIAL TO SIGN FOR THEIR PAY CHECKS.

Whereas, The City Council of the City of Diamond City requires documentation to record each time an employee or elected official receives their pay checks; and

Whereas, it is the finding and conclusion of the City Council that this requirement will protect the City of Diamond City for liability purposes as well as protecting the employee;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DIAMOND CITY, ARKANSAS:

SECTION 1

- A. This resolution shall require all Diamond City employees and elected official to sign a form each payday that shows the printed name, signature and the date and time the pay check is received. These signature sheets will be maintained in the file with the time sheets for that pay period.
- B. If an employee or elected official is unable to come to City Hall to personally pick up their payroll check and wishes to send another individual to pick up their check, the employee or elected official will be required to call City Hall and advise the Mayor or the Mayor's representative who will be coming to pick up their pay check. The representative for the employee or elected official will be required to complete the payroll check signature form showing that the check was picked up.
- C. No pay check will be distributed to any employee, elected official, or their representative without completing the payroll signature receipt form.
- D. Only in an extreme emergency will a pay check be given out without the payroll signature form being completed. The Mayor of the City of Diamond City is the only authority who may authorize the release of the paycheck in this situation.
- E. The payroll signature form is attached hereto.

SECTION 2

A. SEVERABILITY


If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

THIS RESOLUTION SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE.

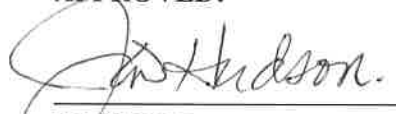
Approved and adopted by roll call vote as follows this 28 day of March 2017.

Ayes 6 Nays 0 Abstentions 0 Absent 0

ATTEST:


Steven Floyd, Deputy Clerk

APPROVED:


Jan Hudson, Mayor

