

RESOLUTION NO. 2022-15

A RESOLUTION ESTABLISHING A POLICY FOR THE PAYMENT OF PAYROLL AND ASSOCIATED EXPENSES PRIOR TO THE APPROVAL OF CLAIMS BY THE CITY COUNCIL OF WISNER.

WHEREAS, at each city council meeting, the city council approves claims submitted to the city for payroll; and,

WHEREAS, the Fair Labor Standards Act states that employees must be paid in a timely manner and Neb. Rev. Stat. 48-1230 states that regular paydays must be maintained; and,

WHEREAS, Neb. Rev. Stat. 17-714 state that all claims and accounts payable against a city of the second class are required to be presented in writing, state the name and address of the claimant and the amount of the claim, and fully and accurately identify the items or services for which payment is claimed or the time, place, nature, and circumstances giving rise to the claim; and

WHEREAS, the city council desires to adopt a policy with respect to payroll claims.

NOW, THEREFORE, BE IT RESOLVED, by the city council of Wisner, Nebraska, that: to maintain adequate fiscal policy safeguards and allow for the payment of payroll claims prior to approval by the city council, the city council of Wisner desires to adopt the following policy with respect to such claims:

Section 1. Unless otherwise provided, it shall be the normal policy to submit a claim for payroll and associated expenses to the city council for approval before payment is allowed.

Section 2. Specific claims authorized for payment prior to city council approval is:

- a) City employee payroll and all associated state and federal taxes;
- b) City employee benefits including health, retirement, other insurances;
and
- c) City employee payroll processing fees.

Section 3. Specific claims authorized for payment prior to city council approval is required to include the employees' names, gross salary or gross hourly rate, and maximum hours allowed for the pay period.

Section 4. All hours worked and submitted for payroll shall be approved by the immediate supervisor of said employees and also by the city administrator and city clerk.

PASSED AND APPROVED this 5th day of December, 2022.

By: _____
Mayor

City Clerk/Treasurer