

## Chapter 46

### PERSONNEL POLICIES

#### ARTICLE I Equal Opportunity

- § 46-1. Policy.
- § 46-2. Applicability.
- § 46-3. Compliance.

#### ARTICLE II Payroll Policy

- § 46-5. Monthly payroll cycles.
- § 46-6. Quarterly payroll cycle.
- § 46-7. Annual salary of Tax Collector.
- § 46-8. Paid timesheets.

#### ARTICLE III Department Reports Policy

- § 46-9. Monthly written reports.
- § 46-10. Distribution to Board.
- § 46-11. Reports received after deadline.
- § 46-12. Opportunity to address Board.
- § 46-13. Contents of reports.

#### ARTICLE IV § 46-4. Biweekly payroll cycle. Drug-Free Workplace

- § 46-14. Policy statement.

[HISTORY: Adopted by the Town Board of the Town of Henderson as indicated in article histories. Amendments noted where applicable.]

#### GENERAL REFERENCES

Defense and indemnification - See C- 18.  
Code of Ethics - See Ch. 22.  
Meetings - See Ch. 37.

Payment policy - See C'L 42.  
Salaries and compensation - See Ch. 59.  
Smoking - See Ch. 62.

#### ARTICLE I Equal Opportunity [Adopted 4-5-1989]

##### § 46-1. Policy.

It is the policy of the Town of Henderson to provide equal opportunity in employment for all qualified persons, to prohibit unlawful discrimination in employment and to promote the full realization of equal opportunity on a continuing basis through a realistic affirmative action plan.

##### § 46-2. Applicability.

This policy of equal employment opportunity:

- A. Applies to all persons without regard to race, color, creed, national origin, age (18 to 70), sex, disability, religion, marital status or political affiliation.<sup>1</sup>
- B. Applies to all town organizational departments and governs all town employment practices, policies and actions.
- C. Provides that no local practice or procedure or policy exists which serves to diminish or negate such equal opportunity.

**§ 46-3. Compliance.**

All department heads, management and management confidential employees are expected to comply with this policy directive and to ensure equal opportunity in all personnel practices within their individual departments.

ARTICLE II  
**Payroll Policy**  
 [Adopted 2-9-1994]

**§ 46-4. Biweekly payroll cycle.**

- A. The Town of Henderson designates that biweekly payroll checks be issued to all employees paid in the biweekly cycle on the Thursday morning immediately following the end of the biweekly payroll cycle.
- B. All timesheets will be compiled by the employees daily and will be submitted to their supervisors for review at the close of business (COB) daily. All supervisors and department heads will compile all hours worked by their employees during the biweekly cycle and will forward the summary to the payroll clerk no later than noon on the Monday following the end of the biweekly payroll cycle. All appropriate hours will be clearly identified as to regular hours, overtime hours, sick time hours, vacation hours and leave without pay hours. Submitted timesheets will be placed in the file designated as timesheets in the third file drawer of file cabinet No.9, located in the Town Office.
- C. The appropriate department heads will review timesheets for all employees under their supervision for accuracy and will identify the appropriate appropriation accounts that hours will be charged against.
- D. The payroll clerk will process the submitted timesheets for payment according to the documentation received by the submission deadline. Checks will be processed and printed by the COB on the Tuesday following the end of the biweekly payroll cycle and will be available for the Town of Henderson Supervisor's signature. Required signatures will be obtained and checks will be issued to the employees' supervisors no later than COB on the Wednesday following the end of the biweekly payroll cycle.
- E. All supervisors and department heads will issue biweekly paychecks to employees under their supervision on the Thursday morning following the end of the payroll cycle.

**Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, ArL I).**

**§ 46-5. Monthly payroll cycles.**

- A. All employees maintaining positions which are designated as monthly payroll cycles will have their checks processed on the last business day of the month.
- B. All employees on the monthly payroll cycle who are designated as salaried employees do not have to submit a completed timesheet for payment.
- C. All employees on the monthly payroll cycle who are designated as hourly compensated employees must submit a completed timesheet to the payroll clerk no later than COB on the next to the last business day prior to the end of the month. Late submissions will be held until the following month's regular monthly payroll cycle and will not be included on any payroll cycle other than the next monthly payroll processed.
- D. The payroll clerk shall process the monthly payroll based on all submitted timesheets received by the submission deadline on the last business day of the month in which the hours are accrued and designated to be paid.
- E. The payroll clerk will notify the Supervisor upon completion of the monthly payroll processing, and required signature(s) will be acquired as directed by the Supervisor. All monthly payroll checks will be mailed to appropriate employees within two business days of the end of the month in which the payroll cycle is completed.

**§ 46-6. Quarterly payroll cycle.**

- A. All quarterly-paid employees will submit completed timesheets designating the hours worked, or the number of meetings and dates attended, to the payroll clerk no later than COB on the next to the last business day of the end of the month in which the quarterly payroll cycle ends. Late submissions will be held until the next regularly scheduled quarterly payroll cycle is processed and will not be included on any other payroll processed prior to the next quarterly payroll cycle.
- B. The payroll clerk will process the quarterly-paid employees timesheets along with the regular monthly payroll for the months of March, June, September and December. Checks will be signed and issued to quarterly-paid employees under the same guidelines as the regularly monthly-paid employees.

**§ 46-7. Annual salary of Tax Collector.**

The annual salary of the Henderson Tax Collector will be paid in three equal installments and will be processed with the regular monthly payroll cycles for the months of January, February and March in each calendar year. Checks will be signed and issued to the Tax Collector under the same guidelines as set forth for the regular monthly employees.

**§ 46-8. Payroll timesheets.**

- A. Upon completion of payroll processing, the payroll clerk will file all employee timesheets in the designated file in the Town Office. Each employee will have their own file folder, which will be filed alphabetically by employee name, within the payroll file.

- B. All timesheets will be marked PAID, with the appropriate check number and date issued. Each employee timesheet will be filed in the employee's folder, with the oldest filed in the rear and the most recent in the front of each employee's file.
- C. All paid timesheets and any supporting documentation will be filed alphabetically by employee, by fiscal year, in the Town Office and will be maintained by the payroll clerk, under the direction of the Supervisor, until the end of the fiscal year in which the timesheets were paid.
- D. At the end of each fiscal year, when the Supervisor's accounting records are officially closed, all employee timesheets for that fiscal year will be retired and turned over to the Town Clerk for records management processing and safekeeping.

**ARTICLE III**  
**Department Reports Policy**  
**[Adopted 4-13-1994]**

**fi**

**§ 46-9. Monthly written reports.**

- A. All departments of the Town of Henderson will be required to submit a written report to the Town Board each month, which will include a summary of the activity and action taken by that department during the course of the previous month.
- B. All departments of an appointed or elected nature, including any committees established by the Town Board or the Town Supervisor, will be required to submit their written reports to the Town Clerk by the close of business (COB) on the Friday prior to the first regularly scheduled Board meeting on the second Wednesday of each month.

**§ 46-10. Distribution to Board.**

All reports received by the Town Clerk by COB on Friday prior to the first regularly scheduled Board meeting on the second Wednesday of each month will be forwarded to the Board members, along with other documentation distributed by the Town Clerk to the Board for their review prior to the meeting.

**§ 46-11. Reports received after deadline.**

Any and all departmental reports received after the deadline will be noted with the date and time received and will be copied and distributed to the Board members at the meeting.

**§ 46-12. Opportunity to address Board.**

- A. Each department will have the opportunity to address the Town Board at the regularly scheduled Board meeting, as indicated in Chapter 37, Meetings, of the Code of the Town of Henderson, and may read their monthly report at that time or opt to address other issues or concerns pertaining to their department.

- B. Any department which chooses to address the Board at the regularly scheduled meeting will still be required to submit a written report as indicated above, prior to the meeting, for the Board members' review.

**§ 46-13. Contents of reports.**

The report shall **include the following information as it pertains to each department:**

- A. Activity in each department **for** the previous month.
- B. Problems incurred during the prior month.
- C. Solutions to problems incurred and other actions taken.
- D. Problems encountered that need additional assistance and guidance from the Board.
- E. Revenues received and expenses incurred.
- F. Status of future activities planned.
- G. Anticipated expenses for projects planned, seminars or other miscellaneous expenses.
- H. Violations noted.
- I. Possible litigation situations.
- J. Contacts made and correspondence received or sent.
- K. Capital expenses anticipated for renovations, replacement or purchase of equipment.
- L. Number of participants in programs available and operated during the month.
- M. Long-range program suggestions and requests for funding of same.
- N. Possible solutions or alternatives to problems currently being addressed.

ARTICLE IV

**Drug-Free Workplace**  
**[Adopted 5-25-1994]**

**§ 46-14. Policy statement.**

**As a recipient of federal grant funds, the Town of Henderson is required to comply with the provisions of the Drug-Free Workplace Act of 1988. The statement shall serve as notice to all employees that the town is carrying out those required steps to ensure compliance with the Act. All Town of Henderson employees are notified as follows:**

- A. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.
- B. The following are actions that will be taken against any employee for violation of the above provisions:



- (1) All appropriate personnel actions against an employee, up to and including termination of employment. Specifically, an employee may be terminated for a conviction of unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace.
  - (2) At the option of the Town of Henderson, the town may require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement agency in lieu of termination of employment.
- C. Employees are notified that as a condition of employment that:
- (1) Employees must abide by the terms of this statement.
  - (2) Employees are required to notify the Town of Henderson of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Such notice is to be delivered to the Town Clerk.
- D. This notice is being posted in prominent locations in the Town of Henderson workplaces and is being distributed to all town employees.

