

RESOLUTION #12-499

A RESOLUTION of the Town of Twisp, Washington, modifying the Town of Twisp Personnel Policy Manual.

WHEREAS, it has been determined that the current Section 5.3 (a) and (b) of the Town of Twisp Personnel Manual (Revision April 2011), hereinafter referred to as "Personnel Manual" should be modified; and

WHEREAS, the Town Council of the Town of Twisp has determined that it is in the best interest of the Town and the Town employees to make such modifications:

5.3 PAYDAYS

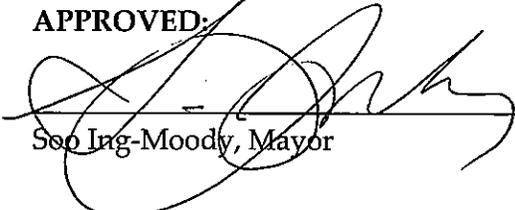
- (a) All Town employees are paid monthly on the last day of the month for the preceding calendar month. If a regularly scheduled payday falls on a Saturday, paychecks will be distributed on the preceding Friday. If a regularly scheduled payday falls on a Sunday, paychecks will be distributed on the following Monday.
- (b) A mid-month advance on earned wages will be paid to employees with regular schedules, after approval by the Clerk. The amount of the advance shall not exceed the estimated net pay that would be due to the employee on the 15th of the month. Mid-month draws will be paid on the 15th of each month. If a regularly scheduled payday falls on a Saturday, mid-month draws will be distributed on the preceding Friday. If a regularly scheduled payday falls on a Sunday, mid-month draws will be distributed on the following Monday.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Twisp, as follows:

The Personnel Policy Manual titled "Revision January 2012" is attached and is adopted as the new set of guiding policies and procedures for the staff and officials of the Town of Twisp.

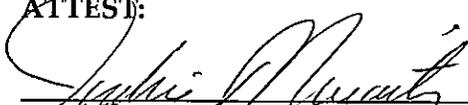
PASSED by the Town Council this 10th day of January, 2012.

APPROVED:



Sep Ing-Moody, Mayor

ATTEST:



Jackie Moriarty, Clerk/Treasurer