

AN ORDINANCE AMENDING CHAPTER 117 PERSONNEL RULES AND REGULATIONS OF FAIR GROVE MUNICIPAL CODE BY AMENDING SECTION 117.050, PAYROLL PROCEDURE; BY ADDING TWO (2) TO PARAGRAPH D.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF FAIR GROVE, MISSOURI, AS FOLLOWS:

Section 117.150 Payroll Procedure.  
[CC 1999 §10.0820; Ord. No. 99-11-01 §2, 11-16-1999]

A. *Time Sheets And Time Clock.* For the purpose of this Section, "time sheets" and "time clock" means any and all forms and equipment utilized by the City for the purpose of employees reporting their related hours worked.

B. *Use Of Time Clock.* Time clock must be punched in and out each day the employee works.

C. *Submission Of Time Sheets.* Time sheets must be signed by the employee and approved by the Supervisor. Time sheets should be turned into the City Clerk by no later than noon the day after the ending pay period date.

D. *Pay Dates.* Employees will be paid every two (2) week. Supervisors are required to have their time sheets turned in by 8:00 A.M. on the morning following the day that the pay period ends on. Paychecks will be distributed by the supervisors.

E. *Pay Procedure.* The pay procedure when the pay period ends on a day other than one (1) worked by the employee is: if an employee is off work at the end of a pay period, the employee should complete their time sheet prior to taking off. Failure to so do may result in the employee missing that scheduled payday.

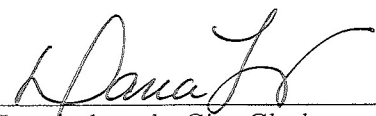
This ordinance shall become in full force and effect from its date of passage by the Board of Aldermen and approval by the Mayor.


Passed this 12 day of January, 2021

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Approved this 12 day of January, 2021

ATTEST:

  
Dana Louderbaugh, City Clerk

  
Stephen Short, Mayor