BALDWIN TOWNSHIP
SHERBURNE COUNTY, MINNESOTA
RESOLUTION NO. 13-11

RESOLUTION AMENDING TOWN COMPENSATION AND PAYROLL POLICY

WHEREAS, the Town Board, at its meeting on February 7, 2007, adopted Resolution No. 07-01 creating the Baldwin Compensation and Payroll Policy;

WHEREAS, the Resolution authorized the payment of employee wages on a bi-monthly basis;

WHEREAS, the Town Board has changed its payment dates as shown on the attached Baldwin Compensation and Payroll Policy;

WHEREAS, the Town Board has changed its Meetings section as shown on the attached Baldwin Compensation and Payroll Policy;

WHEREAS, the Town Board has changed its Employees section as shown on the attached Baldwin Compensation and Payroll Policy;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of Baldwin Township, Sherburne County, Minnesota hereby amends the Baldwin Compensation and Payroll Policy by changing the following sections:

> 2.2. **Meetings**. Town Officers shall be compensated for attending Meetings at a rate of $50 per Meeting. The Deputy Clerk shall be compensated for attending Meetings in the absence, and to perform the duties, of the Clerk-Treasurer at a rate of $50 per Meeting or current hourly wage, whichever is greater. A Town Officer or Employee must receive prior approval from the Board to be eligible to receive compensation for attending any event not defined by this Policy as a Meeting.
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> 3. **Employees.** The Town currently has <u>one full-time</u>, part-time and seasonal employees. The Town also has volunteer firefighters which are compensated on a different schedule than Employees and, as such, are not included in the payroll system established herein.
>
> 4.1. **Payment Dates**. Employee Wages shall be paid on the Tuesday following the completion of the two week work period consistent with the existing payment schedule. If a payment date does not fall on a business day, payment shall be made on the last business day after the usual payment date.

BE IT FINALLY RESOLVED, the Baldwin Compensation and Payroll Policy shall be revised and restated to include these amendments.

Adopted this 18th day of June, 2013.

BY THE BOARD

Jay Swanson, Chairperson

Attest: Cathy Stevens

Cathy Stevens, Clerk-Treasurer

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BALDWIN COMPENSATION AND PAYROLL POLICY

1. **Definitions**. For the purposes of this policy, the following terms shall have the meaning given them in this section.

   1.1. **Employee**. "Employee" means those persons appointed or hired by the Town Board to perform services for the Town for a set wage including, but not limited to, the Clerk-Treasurer, Deputy Clerk-Treasurer, and seasonal workers. For the purposes of this policy, Employee does not include Town Supervisors, firefighters, or those hired as independent contractors.

   1.2. **Firefighter**. "Firefighter" means a person serving as an active member the Baldwin Fire Department.

   1.3. **Meeting**. "Meeting" means regular board meetings, special board meetings, emergency board meetings, Town Board conducted hearings, annual Town meetings, and special Town meetings.

   1.4. **Town**. "Town" means Baldwin Township, Sherburne County, Minnesota.

   1.5. **Town Board or Board**. "Town Board" or "Board" means the Town Board of supervisors of Baldwin Township, Sherburne County, Minnesota.

   1.6. **Town Officers**. "Town Officers" mean the supervisors of Baldwin Township, Sherburne County, Minnesota.

2. **Town Officer Compensation**. The following establishes the basis on which Town Officers and certain Employees shall be compensated for performing services within the scope of their duties for the Town. Each month all Town Officers must submit a written claim form detailing the activities supporting his or her claim for compensation. If the Board finds a claim form does not contain sufficient detail to allow for adequate review and audit it shall be returned to the Town Officer unpaid. The Town Officer may resubmit the claim form with additional detail for consideration at a future Town Board meeting.

   2.1. **Monthly Rate**. Town Officers shall be compensated at a rate of $50 a month in addition to the other items of compensation contained in this section.

   2.2. **Meetings**. Town Officers shall be compensated for attending Meetings at a rate of $50 per Meeting. The Deputy Clerk-Treasurer shall be compensated for attending Meetings in the absence, and to perform the duties, of the Clerk-Treasurer at a rate of $50 per Meeting. A Town Officer or Employee must receive prior approval from the Board to be eligible to receive compensation for attending any event not defined by this Policy as a Meeting.

   2.3. **Hourly Rate**. Town Officers authorized by the Board to perform work for the Town outside of a meeting shall be compensated at a rate of $15 per hour.

3. **Employees.** The Town currently has one full time, part-time and seasonal employees. The Town also has volunteer firefighters which are compensated on a different schedule than Employees and, as such, are not included in the payroll system established herein.

   3.1. **Wages.** The Town Board shall fix, by motion at a Board meeting, the wages of each Employee, or class of Employees, based on an hourly rate.

   3.2. **Employee Hours.** The Town Board may establish, by motion at a Board meeting, a limit on the number of hours an Employee may work within a certain period.

4. **Payroll System.** The Town Board hereby establishes a payroll system for the payment of Employee wages on a bi-monthly basis. The pay period shall be the full two week period preceding the payment date.

   4.1. **Payment Dates.** Employee Wages shall be paid on the Tuesday following the completion of the two week work period consistent with the existing payment schedule. If a payment date does not fall on a business day, payment shall be made on the last business day ~~before~~ after the usual payment date.

   4.2. **Payment Procedures.** Employees must submit a completed claim form along with their time cards to the Clerk-Treasurer by noon on the payment date. The claim form must provide a description of the work the Employee performed for the Town for each day wages are claimed. If the claim form and time card appears complete, the Clerk-Treasurer shall complete an order-check for the appropriate amount of wages owed the Employee for the hours actually worked. The Chairperson, or the Vice-Chairperson in the Chairperson's absence, is authorized to sign the payroll order-checks outside of a meeting. The Clerk-Treasurer is then authorized to sign and distribute the payroll checks to the Employees. The Clerk-Treasurer shall prepare a final disbursement list for all payroll payments and present the list to the Town Board at its next regular meeting for review. The Clerk-Treasurer shall, upon request, also make available to any Supervisor the time cards received from Employees.

   4.3. **Ratification.** The Board hereby approves and ratifies having previously paid its Employees on a bi-monthly basis.

5. **Additional Payments Authorized.** The Clerk-Treasurer is authorized to make the following payments, or electronic transfers, between meetings as needed to meet the applicable payment deadlines: fuel taxes; public employees' retirement association (PERA) contributions; and withholding taxes.

6. **Reimbursement of Expenses.** The following establishes the rates at which Town Officers, Firefighters, and Employees shall be reimbursed for expenses they are authorized by the Board to incur and actually incur on behalf of, and within the scope of their duties for, the Town. Only expenses authorized by the Board are eligible for reimbursement. To be eligible for reimbursement, each expense item must be set out in detail on a claim form and

be supported by an original receipt. If an original receipt is not available, the person submitting the expense for reimbursement must provide a written explanation for the lack of an original receipt together with any documentation that does exist to support the claim for reimbursement.

6.1. **Mileage**. When it is necessary and authorized by the Board to use private automobiles to perform their duties on behalf of the Town, Town Officers and Employees shall be eligible to have their mileage reimbursed for the actual miles traveled at the established IRS approved reimbursement rate for the use of privately owned vehicles in effect at the time of travel. Town Officers and Employees are not eligible for mileage reimbursement for attending Meetings or for travel to or from their place of work. The mileage reimbursement is inclusive of all direct and indirect automobile related expenses and no other reimbursement for the use of a private automobile shall be allowed.

6.2. **Other Expenses**. Any other expenses actually incurred by Town Officers or Employees in the performance of their duties for the Town, but which are not addressed in this policy, shall only be eligible for reimbursement if the Board authorized the activity and the expenses were necessary to and arose out of properly conducting Town business. Any questions regarding whether a particular expense is eligible for reimbursement should be directed to the Town Board prior to incurring the expense.

7. **Intent**. While the provisions of this Policy are meant to supplement other policies, practices, or decisions the Board may have adopted, to the extent there are any inconsistencies this Policy shall control. Furthermore, the terms and definitions set out in the Policy are limited to this Policy and are not intended to in anyway affect a person's status as an employee for any other purpose including, but not limited to, taxation, retirement benefits, or social security.

8. **Amendments**. The Board may amend this policy by resolution.