

RESOLUTION NO. 2025 - 01

A RESOLUTION OF THE VILLAGE OF MALCOLM, LANCASTER COUNTY, NEBRASKA TO ESTABLISH A POLICY FOR THE PAYMENT OF PAYROLL AND ASSOCIATED BENEFITS AND EXPENSES PRIOR TO THE APPROVAL OF CLAIMS BY THE VILLAGE BOARD OF TRUSTEES

WHEREAS the Board of Trustees normally approves claims against the Village at its monthly meeting on the first Wednesday of each month; and

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

WHEREAS Neb. Rev. Stat. 17-714 states all claims and accounts payable against a village shall 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 Village desires to adopt a policy to ensure the timely payment of payroll claims in compliance with the above-referenced state and federal wage and hour laws;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE VILLAGE OF MALCOLM, LANCASTER COUNTY, NEBRASKA:

Section 1. Unless otherwise provided, it shall be the normal policy to submit a claim for payroll and associated expenses to the Village Clerk for payment before such payment is approved by the Board of Trustees.

Section 2. Specific claims authorized for payment prior to Village Board approval include:

- a. Employee payroll and all associated state and federal taxes;
- b. Employee benefits, including but not limited to health insurance, life insurance, and retirement contributions; and
- c. All payroll and benefits processing fees.

Section 3. Payroll and benefits claims authorized for payment prior to Village Board approval shall include the employee's name, gross salary/wage rate, and hours allowed for the payroll period.


Section 4. All hours worked and submitted for payroll shall be approved by the employee's immediate supervisor, if any.

PASSED AND APPROVED THIS 7 DAY OF MAY 2025

ATTEST



April Faubion, Village Clerk



Jerad Litte, Chair, Board of Trustees