

TOWNSHIP OF CLEAR LAKE
COUNTY OF SHERBURNE
Resolution No. **RES-2021-048**

RESOLUTION ESTABLISHING WORK WEEKS AND PAY PERIODS

WHEREAS, Clear Lake Township has appointed employees who work flexible hours during a **work week**; and

WHEREAS, the Clear Lake Town Board wants to clarify when the **work week** begins and ends for purposes of calculating an **overtime pay rate of 1.5 times** an employee's normal pay rate in the event an employee works more than 40 hours in a **work week**; and

WHEREAS, the Clear Lake Towns Board wants to clarify the **pay period** for all appointed Township employees;

NOWTHEREFORE BE IT RESOLVED, by the Clear Lake Town Board as follows:

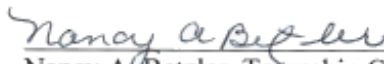
1. Each Township **work week** for purposes of calculating overtime shall run from 12:00 a.m. on each Monday to midnight on the following Sunday.
2. Each Township **pay period** shall run for four or five consecutive weeks depending upon the number of days in a month with an official start date of January 3rd, 2022. Each pay period will end at midnight on the last Sunday of the month. A new **pay period** will start at 12:00 a.m. the following Monday.
3. Each employee shall be paid after the payroll has been approved by the Town Board at the first monthly meeting following the end of each **pay period**.

This resolution is adopted this 21st day of December, 2021 by the Clear Lake Town Board.



Gary Gray, Town Board Chair
Clear Lake Township

ATTEST:



Nancy A. Betzler, Township Clerk
Clear Lake Township