

## ADDENDUM TO PERSONNEL POLICY – 08/18/2025

### PAYROLL:

Effective 7/1/2025: Payroll is paid on a bi-weekly basis by the Assistant Town Treasurer or Town Treasurer for all town employees. Timesheets must be submitted by the designated approver - see below. Timesheets must be approved by designated approvers physical signature **or** electronic signature. Salary Employees are NOT required to submit a timesheet unless PTO time is being used. Payroll will **NOT** be processed for timesheets not submitted and approved in this manor:

#### ***Designated Approval by who / for who:***

Road Foreman will sign off for highway department and transfer station employees.

Designated Cemetery Commissioner will sign off on Cemetery Commissioners

Selectboard chair (with warrants) will sign off on Road Commissioner

Selectboard chair (with warrants) will sign off on Buildings and Facilities Manager

Designated Library Trustee will sign off for librarians

Designated DRB will sign off for DRB clerk.

Historical Society Executive Member will sign off for Tour Guides

Recreation Committee Chair will sign off for Park Ranger

Assistant Town Clerk or Town Clerk will sign off for Zoning Administrator

Town Clerk / Treasurer will sign off for Assistant Town Clerk / Treasurer

Payroll is processed for hours worked Monday to Sunday biweekly. Overtime hours are paid for hours worked over 40 hours between Monday and Sunday. Completed and approved timesheets must be given to the Assistant Town Treasurer or Town Treasurer in person or **electronic via email to [M.Boutin@grandislevt.gov](mailto:M.Boutin@grandislevt.gov) – preferred method.** no later than 10am the Monday following the close of the pay period. Direct Deposits or physical paychecks will be dated and completed the Friday after the end of the pay period.

Stipend employees are paid monthly - the first pay period of the month for services rendered the prior month. This includes the DRB, Selectboard, Planning Commission scribe, Town Constable, Road Commissioner, Fire Warden, Health Officer, and Animal Control. If a position is not a flat rate stipend for the year, timecards must be submitted to the town treasurer for payroll processing no later than the last day of the month for all services completed that month. If the position is a yearly stipend amount, the Assistant Town Treasurer to Town Treasurer will divide the yearly stipend by 12 and automatically process payment for services rendered the previous month on the first payroll of the following month.

All payroll and timesheets will be presented for review and approval to the Selectboard no later than 4pm the Monday following the end of the pay cycle by the Town Treasurer or Assistant Town Treasurer. Selectboard will review and approve via warrants at regularly scheduled Selectboard meeting. If a meeting is not scheduled for that day, the Selectboard will appoint a representative to review and approve the timesheets and payroll. Effective 7/1/2025, designated approval in lieu of Selectboard meeting is Ellen Howrigan.