RESOLUTION NO. 2025-4

A RESOLUTION TO CHANGE THE DEFINITION OF FULL-TIME EMPLOYEE, WORK SCHEDULE OF THE VILLAGE CLERK/TREASURER, AND PAYDAY FOR ALL MUNICIPAL EMPLOYEES.

WHEREAS, the current definition of a full-time employee for the Village of Clearwater is as follows:

> Full-time employment includes employees who regularly work eight-hour days, five days per week, totaling at least 40 hours a week, throughout the entire calendar year.

WHEREAS, the current work schedule for the Village Clerk/Treasurer is as follows:

> The work schedule for the Village Clerk/Treasurer may vary but will offer at least three hours a day of open office hours. A minimum of 15 hours per week, Monday through Friday, is preferred. In addition, the clerk may work other hours as needed to complete required work, attend various meetings, etc. Current hours of operation are generally Mondays through Fridays from 10:30 a.m. to 1:30 p.m.

WHEREAS, paydays for Village employees are currently treated as follows:

> Payday for regular village employees will be the second Monday of each month. Timecards are due to the Village Clerk/Treasurer on the first business day of each month. Payday for summer maintenance employees is the 1st and 16th of each month, or the first business day following. Timecards are due to the Village Clerk/Treasurer by the end of the day on the 15th and last day of each month.

BE IT RESOLVED BY THE CHAIRPERSON AND THE BOARD OF TRUSTEES OF THE VILLAGE OF CLEARWATER, NEBRASKA, AS FOLLOWS:

Section 1. The definition of a full-time employee for the Village of Clearwater is hereby replaced with the following:

> Full-time employment includes employees who regularly work a minimum of 32 hours per week throughout the entire calendar year.

Section 2. The work schedule policy for the Village Clerk/Treasurer is hereby replaced with the following:

> The Village Clerk/Treasurer will maintain regular office hours of a minimum of 32 hours per week. Additional hours may be worked as necessary to complete required duties, including meetings, trainings, and conferences. Overtime should be avoided unless absolutely necessary and must be approved in advance whenever possible.

Section 3. The payday policy for Village employees is hereby replaced with the following:

> Regular and seasonal Village employees shall be paid every other Friday, based on hours worked from Sunday through Saturday for the two prior weeks (e.g., Jan. 1–14 paid on Jan. 20). Janitorial staff and Board members are paid monthly on the first payday after the regular monthly board meeting. Timesheets are due by end of day Monday on payday weeks. Any changes must be submitted before then to be included. Direct deposit is available and use is encouraged.

Section 4. All resolutions or parts of resolutions in conflict be and are hereby repealed.

PASSED AND APPROVED this 11 day of August, 2025.

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ATTEST: Chairperson Kelly Kerkman

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Village Clerk Angie Hupp