

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;

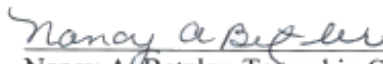
**NOWTHEREFORE BE IT RESOLVED**, by the Clear Lake Town Board as follows:

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 3<sup>rd</sup>, 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.

  
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Gary Gray, Town Board Chair  
Clear Lake Township

ATTEST:

  
Nancy A. Betzler, Township Clerk  
Clear Lake Township