

TOWN OF MORGANTOWN, INDIANA

RESOLUTION 2024- 08

A RESOLUTION SUPPLEMENTING  
THE TOWN'S EMPLOYMENT POLICY MANUAL

RECITALS

1. The current Town of Morgantown Employment Policy Manual was adopted by the Town Council on April 12, 2021, with an effective date of April 12, 2021.
2. The Town Council has been made aware of Indiana State Board of Accounts guidance related to penalties, interest, and other charges, which is noted in Chapter 1 of the SBOA Uniform Compliance Manual for Cities and Towns, which reads as follows:

Penalties, Interest, and Other Charges

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the unit. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the unit. Any penalties, interest, or other charges paid by the unit may be the personal obligation of the responsible official or employee.

3. The Town Council has decided to include in the Town's Employment Policy Manual a policy requiring Town employees to timely submit to the Town's Clerk Treasurer claims against the Town.

**ACCORDINGLY, BE IT RESOLVED BY THE MORGANTOWN TOWN COUNCIL,** that the Town's Personnel Policy is hereby amended as follows:

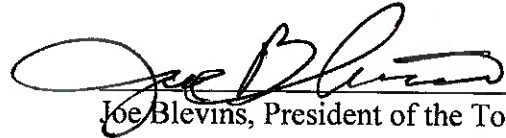
Section 11 of the Morgantown Employment Policy Manual is hereby amended and supplemented to include the following policy:

**Employee Claim Submission and Personal Obligation for Penalties**

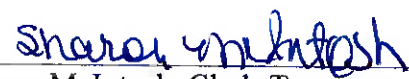
*Town Employees shall promptly review all invoices, bills, and claims for payment from third parties and submit them to the Clerk Treasurer for payment. Penalties, finance charges, and/or interest assessed against the Town because of an employee's failure to timely submit a claim to the Clerk Treasurer shall be the personal obligation of that employee.*

The policies adopted herein shall become effective as of the date of adoption of this Resolution and shall be enforceable in the same manner as all other policies, rules, and expectations which are a part of the Morgantown Employment Policy Manual.

**ADOPTED** by the Morgantown Town Council on this 10<sup>th</sup> day of April, 2024.

  
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Joe Blevins, President of the Town Council

ATTEST:

  
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Sharon McIntosh, Clerk-Treasurer