

ORDINANCE NUMBER 2004-19

AN ORDINANCE AMENDING ORDINANCE NUMBER 2003-08, WHICH ESTABLISHES POLICIES, WAGES, AND BENEFITS FOR EMPLOYEES OF THE CITY OF SHOREACRES. AMENDING PAGE 6, SECTION 15, "PAY RECORDS", BY ADDING THE PENALTY FOR FALSIFYING TIME CARDS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES, THAT THE THIRD PARAGRAPH, PAGE 6, SECTION 15, PAY RECORDS, OF ORDINANCE NUMBER 2003-08, IS HEREBY AMENDED TO READ AS FOLLOWS:

There will be two signature blocks on each timecard: (1) the signature of the individual punching the card verifying that all hours are correct as entered and (2) the signature of the Department Head or Mayor, certifying that the employee worked the hours stated. Falsification of a time card or hours worked is cause for punishment up to and including immediate termination of employment. Timecards will be turned in to the City Secretary for payroll preparation on a schedule to be provided by the City Secretary. Any employee who fails to submit his/her timecard before the payroll process begins may cause a delay in the issuance of his/her paycheck

PASSED AND APPROVED THIS

10

DAY OF

June

2004.



Nancy R. Edmonson, Mayor

ATTEST:



Shari Tait, City Secretary