

Tabled

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO 22- 011

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES WILL NO LONGER ACCEPT
HAND WRITTED TIME SHEETS STARTING THE 2nd PAY CYCLE OF 2022.
STARTING JANUARY 17th ALL EMPLOYEES MUST USE TRACKSMART TO CLOCK
IN AND OUT FOR TOWNSHIP EMPLOYMENT ON TOWNSHIP COMPUTERS
ACTIVATED AS A TIME CLOCK**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular meeting on the 5th day of January 2022 at 6:00 pm at the Township Offices located at 580 Calumet Center, Dayton, Ohio with the following members present: M. Michael McLaughlin () James McGuire (W/A) Sheila Back ()

Trustee _____ moved for the adoption of the following Resolution:

WHEREAS, Jefferson Township Trustees see the need to have an improvement in the Time keeping process for all township employees. A handwritten Time Sheet will no longer be accepted after 1/16/2022.; and

WHEREAS, the Jefferson Township Board of Trustees desire to use the existing Township time keeping software called "TrackSmart" and it will be the only way to track the employees work time for the Township;

WHEREAS, the Department Heads will download a Payroll report off TrackSmart for the correct pay Cycle, Print it, verify it, sign it and then give it to the Fiscal Officer by Noon on Monday of pay week;

WHEREAS the only way an employees pay rate shall change is thru an employee evaluation performed by the Department Head. Then the suggested change of pay by the Department Head to the Trustees with a copy of said employee evaluation for a Vote by the Trustees in a Public Meeting. Then lastly an Employee Action Form is used and placed in the employee's file.

NOW, THEREFORE, BE IT RESOLVED the Jefferson Township Board of Trustees authorizes the use of electronic Time Cards with the service called TrackSmart to be used by all Township employees.

Trustee _____ seconded the motion and the roll was called on the question of its adoption.

The vote was as follows: M. Michael McLaughlin () James McGuire (W/A) Sheila Back ()

Adopted: 5 day of January 2022

M. Mike McLaughlin, President

James McGuire, Vice President

Sheila Back, Trustee

Attest: _____
Tracey Edwards, Fiscal Officer

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