

RESOLUTION NO. R-22-B

**A RESOLUTION TRANSFERRING THE PREPARATION OF EMPLOYEE PAYROLL AND HUMAN RESOURCES FROM THE BOARD OF COUNTY COMMISSIONERS OF NEOSHO COUNTY, KANSAS, TO THE OFFICE OF THE NEOSHO COUNTY CLERK.**

WHEREAS, K.S.A. 19-212a authorizes the Board of County Commissioners to direct proper officers to withhold from employees' salaries the sums authorized to pay for group health, accident and life insurance for the benefit of such employee.

WHEREAS, the Board of County Commissioners of Neosho County deems it to be appropriate to transfer the duties of preparing employee payroll from the Board of County Commissioners of Neosho County to the Office of the Neosho County Clerk.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF NEOSHO COUNTY, KANSAS:**

Section One: The responsibility of preparing the payroll of county employees and the Neosho County Human Resources/Payroll Department is transferred from the Board of County Commissioners of Neosho County, Kansas to the Office of the Neosho County Clerk, and shall hereafter be supervised by the Neosho County Clerk.

Section Two: Preparing employee payroll shall include, but not be limited to: (1) the collection of records regarding time worked by employees; (2) the preparation of payroll checks or deposits, except that all signatures required by statute to be placed upon the checks shall still be required by the proper party; (3) the preparation of all necessary payroll reports for outside agencies; (4) the preparation of all necessary W-2 forms; (5) the management of all taxable reimbursements; (6) the preparation of documents, filings, and other compliance matters relating to KPERs, the Department of Labor, pensions, employee benefits; and (7) ensuring county compliance with all applicable state and federal regulations; and (8) and all other payroll related duties currently administered by the Neosho County Payroll Department.

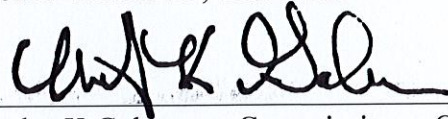
Section Three: Human Resources shall include all those duties currently administered and conducted by the Neosho County Human Resources Department.

Section Four: It shall be the duty of the Neosho County Clerk's Office to prepare a statement each time payroll is completed detailing the amounts to be paid in compensation by each department and the line items from which the funds are to be taken. This information is to be presented to the Neosho County Commission for the purpose of allowing the Neosho County Clerk to perform any necessary functions expressly stated in K.S.A 19-301 *et seq.*

Section Five: Each year, the County Clerk shall present a budget for the Human Resources/Payroll Department to the Board of Neosho County Commissioners for review as part of the annual county-budgeting process. Any funds allocated by the Board of County Commissioners for Human Resources/Payroll shall be included in the County Clerk's overall budget as approved by the Board of County Commissioners.

Passed and Approved by the Board of County Commissioners of Neosho County, Kansas, this 4<sup>th</sup> day of January, 2022.

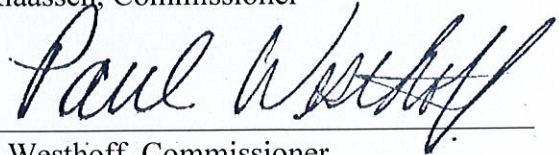
BOARD OF COUNTY COMMISSIONERS  
NEOSHO COUNTY, KANSAS



Nicholas K. Galemore, Commissioner Chairman



Gail Klaassen, Commissioner



Paul Westhoff, Commissioner



ATTEST:



Heather Elsworth, County Clerk