

**BENEWAH COUNTY
RESOLUTION NO. 2026-08**

A RESOLUTION OF THE BENEWAH COUNTY COMMISSIONERS, AMENDING THE BENEWAH COUNTY PERSONNEL POLICY, SECTION XI. COMPENSATION POLICIES

WHEREAS, the Benewah County Commissioners serve as the governing Board of the County, and pursuant to the Idaho Constitution and state law, the Board has primary authority to establish terms and conditions of employment with the County, under such limitations and restrictions as are prescribed;

WHEREAS, the current "Benewah County Personnel Policy" was adopted September 23, 2019, with an effective date of October 1, 2019;

AND WHEREAS, the Board has undertaken the task of reviewing the current Personnel Policy, and has determined that it is in the best interest of the County to amend the current "Compensation Policies" provisions;

AND WHEREAS, the Board has caused to be prepared a new subsection, which is made part of this Resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Benewah County, Idaho, hereby amends the Benewah County Personnel Policy adopted September 23, 2019 (with subsequent revisions) Section XI. Compensation Policies as follows:

XI. COMPENSATION POLICIES

G. Payroll Procedures and Paydays

1. Employees are paid every month through the year. Paychecks are issued by the office of the Auditor on or before the 1st day of each month for work performed during the prior month. Paychecks compensate employees for work performed in the pay period preceding the month in which the check is issued. Paychecks are distributed by electronic deposit or at the workplace prior to 5:00 p.m. on payday.

2. Employees may receive their regular paychecks via direct deposit to the financial institution of their choice. Direct Deposit changes must be submitted to the office of the Auditor by the 20th of the month; a new Direct Deposit form is required in order to make the changes. Employees will receive an actual paycheck for that month if the form was turned in on time. The following month's paycheck will be deposited into the new account assuming all transfer and account numbers are confirmed with the bank. Benewah County is not responsible for any bank charges employees may incur by not following this procedure or if a bank account is closed prior to setting up a new direct deposit. The original copies of all direct deposit forms are kept in each personnel file. For those employees who decline the Direct Deposit option, checks may be either picked up at the Clerk's office or will be sent via U.S. mail to their address of record the first business day following payday.

3. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Each employee must monitor the accuracy of compensation received and review his/her paper or electronic paycheck

stub when received to make sure it is correct. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the County. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the Board of County Commissioners, the policy will prevail. Employees are obligated to call to the County's attention any such errors, whether to the advantage or disadvantage of the employee. When mistakes are made and are called to the County's attention, the County will correct the mistake as soon as possible.

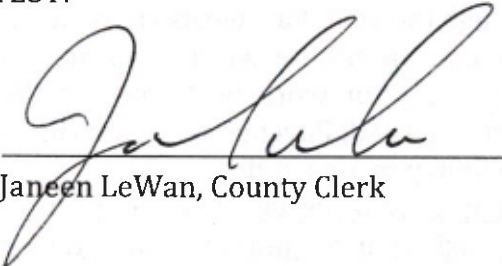
BE IT FURTHER RESOLVED that such amendment shall be made effective upon notification by the County Clerk that all necessary processes and procedures are in place to effectively implement the amendment.

BE IT FURTHER RESOLVED that a true and correct copy of the Benewah County Personnel Policy adopted September 23, 2019 (with subsequent revisions) Section XI. Compensation Policies shall be delivered to every current and new County employee and/or made available on the County's website.

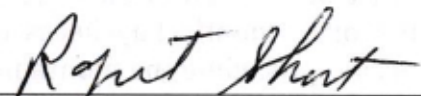
BE IT FURTHER RESOLVED that any further revisions or amendments made to the Benewah County Personnel Policy shall be adopted by resolution, a copy of which shall be delivered to each employee upon revision or amendment.

DATED this 11 day of May, 2026, at a regular meeting of the Benewah County Commissioners upon motion made, seconded, and approved by vote of the Board.

ATTEST:

By: 
Janeen LeWan, County Clerk

BENEWAH COUNTY COMMISSIONERS
BENEWAH COUNTY, IDAHO

By: 
Robert Short, Chairman

Instrument # 307817


BENEWAH COUNTY

5-11-2026 04:07:37 PM No. of Pages: 1

Recorded for : BENEWAH COUNTY

JANEEN LEWAN

Fee: 0.00

Ex-Officio Recorder Deputy 

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