

**SHELBY COUNTY RESOLUTION 2019- 26**

**WHEREAS**, Shelby County feels it is important to make sure newly hired employees complete the required paperwork and are made aware of personnel policies for Shelby County, and;

**WHEREAS**, it is necessary that Family Medical Leave Act paperwork be completed for employee absences in order to comply with State and Federal laws, and;

**WHEREAS**, the Shelby County Treasurer's office handles all payroll duties, payment of sick and vacation time, acts as the authorized agent for IMRF and manages the self – insured Health Insurance, in addition to other Human Resources functions;

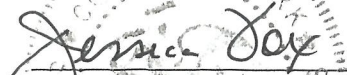
**IT IS HEREBY RESOLVED**, that the Shelby County Treasurer's office is hereby designated as the primary Human Resources office for Shelby County. This office will be responsible for new employee paperwork, FMLA paperwork, manage IMRF, as authorized agent for Shelby County, oversee the Health Insurance for all participating County employees, accurately track sick, vacation and paid time off, in addition to maintaining accurate payroll records on all County employees, and informing Shelby County employees of any significant changes to State and Federal Labor Laws.

Approved this 14th day of August, 2019.



David Cruitt, Chairman

ATTEST:

  
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Jessica Fox  
Shelby County Clerk