

VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN

RESOLUTION NO. 23-12

A RESOLUTION ADOPTING TOWNSHIP POLICY

At a regular meeting of the Board of Trustees of the Township of Vevay, located in the County of Ingham, State of Michigan, held in the Vevay Township Hall, 780 Eden Road, Mason, MI 48854, on July 12, 2023, at 6:30 p.m.

PRESENT: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, and Trustee McNeilly

ABSENT: None

The following preamble and resolution was offered by Kean and supported by Lewis:

WHEREAS, the Board of Trustees recognize that the safe, effective, and efficient operation of local government works best when rules, policies, and procedures (collectively, “policies”) provide notice, guidance, and direction to its employees and those providing contracted services;

WHEREAS, the Board of Trustees has previously adopted relevant policies for the Township’s operations; and

WHEREAS, the Board of Trustees has reviewed the policy identified herein for the Township’s operations; and

THEREFORE, be it Resolved that the Township of Vevay Board of Trustees hereby resolves, approves, and adopts the following policy and procedure contained therein:

A. DIRECT DEPOSIT POLICY

THEREFORE, let it be further Resolved that the Township Supervisor and Clerk, with the review of the Township Attorney, may amend the policy identified herein from time to time.

THEREFORE, that all previously adopted policies and procedures in conflict with the provisions of the policy identified herein are hereby repealed.

THEREFORE, that all Resolutions or parts of Resolutions, in conflict with the provisions of this Resolution be and the same hereby are rescinded.

**VEVAY TOWNSHIP
DIRECT DEPOSIT POLICY**

1. All Employees shall be required to enroll in direct deposit for receipt of payroll. The Township shall not require an employee to pay any fees or costs incurred by the employer in connection with paying wages or establishing a process for paying wages by direct deposit.
2. The employee must complete the Direct Deposit Authorization Form to authorize the direct deposit of employee payroll.
3. Once enrolled in direct deposit, it may take one pay cycle to become active. During that time the employee will receive a paper check.
4. 100% of the employee net paycheck will be deposited into one designated account.
5. If authorizing a checking account, attach a copy of a voided check or a printed authorization form from your bank containing the Routing Number and Account Number. A handwritten form will not be accepted.
6. If authorizing a savings account, attach a copy of a deposit slip or a printed authorization form from your bank containing the Routing Number and Account Number. A handwritten form will not be accepted.
7. It is the employee's responsibility to notify the Clerk when there is any change to their bank and/or bank accounts that affects their direct deposit by completing a new Direct Deposit Authorization Agreement. The employee must notify the Clerk at least one week before the Payroll Date. Additionally, it is the employee's responsibility to ensure that funds were posted via direct deposit prior to disbursing funds from their account.
8. Should an employee fail to notify the Clerk that a bank account was closed, the Clerk will not issue a paper check until the funds are received from the banking institution.
9. Vevay Township is not liable for any non-returned funds that were held by the banking institution. If the funds are not returned by the banking institution due to charges owed by the employee, a paper check will not be issued.
10. A paper check may be issued as authorized by the Board of Trustees.

I have read and agree with this Direct Deposit Policy.

Signature

Date

Adopted: July 12, 2023
Vevay Township
Board of Trustees

