Personnel Regulation 2008-001, effective 11/25/2020

Paychecks

Purpose and Scope:

This Personnel Regulation is applicable to all City employees, and outlines the procedures for the distribution of paychecks, reconciling lost paychecks, paycheck distribution after separation of employment, and paycheck disbursement to someone other than the employee.

Paycheck Distribution:

Pay periods are currently designated as a two week work period, with payroll being processed the week immediately following the end of the payroll period. The Finance Department will distribute paychecks on the Friday of the payroll processing week. If the Friday of the payroll processing week is a designated holiday, paycheck distribution will generally occur on Thursday.

For those employees that are enrolled in direct deposit, the check stub will be sent via e-mail to the employee's City e-mail address, unless another e-mail address is selected for delivery. The employee may also choose to receive a paper check stub.

For employees who do not have direct deposit, or wish to have a paper check stub, each department will designate an employee to pick the check stubs up from the Finance Department and deliver to the department for the designated employees.

Payroll Advances:

The City will allow payroll advances in emergency situations, upon approval. An employee may only received an advance once every quarter. The advanced amount is subject to normal payroll taxes, and will be deducted from the next normal paycheck issued.

Employees must complete an application for a payroll advance each time a payroll advance is requested.

Direct Deposit and Cashing of Paychecks

Employees are strongly encouraged to set up direct deposit. Direct deposits may be set up to split distributions into multiple bank accounts, as designated by the employee.

Employees that receive a paper check must make every effort to cash their paychecks on their personal time, ie: lunch breaks or after their scheduled shift.

Lost/Misplaced Paychecks:

Employees are responsible for their paycheck after it has been issued. Checks lost or otherwise missing should be reported immediately to the Finance Department so that a stop payment can be issued on the check. The employee may be charged a fee to cover the charges associated with placing a stop payment on the check. The City Manager or their designee shall determine when a new check should be issued to replace the lost check.

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Unclaimed Paychecks:
Paychecks not claimed by employees within one week of issuance must be returned to the Finance Department.

Authorization to Collect Paychecks:
Employees choosing to receive a paper check must complete an "Authorization to Pick Up Paycheck" form (See Appendix A), which grants permission for the City to release the paycheck to a person designated by the employee.

It is the sole responsibility of the employee to confirm who is currently authorized to pick up their paycheck, and to make changes as needed to keep the authorization up to date.

Final Paychecks:
When an employee leaves the City for any reason, any hours worked in the last pay period will be processed as a normal paycheck.

An employee's final paycheck will be processed on the next regular pay day following their last normal paycheck. The final paycheck will include payment for accrued annual leave and granted compensatory leave, in accordance with City Code or applicable collective bargaining agreements.

Deductions from Final Paychecks:
Employees must turn in all City issued property on or before the last day they physically work. This includes uniforms, laptop, cell phone, keys, identification or badge, and any other City issued item.

In the event that an employee has not returned all City property issued to them, or if the items are lost or damaged due to the fault or negligence of the employee, the cost of repairing or replacing the items may be deducted from the employee's final paycheck.

In addition to the decuctions described above, other applicable deductions include, but are not limited to: FICA, Federal and State income taxes, garnishments, and other payroll deductions that are in effect at the time the check is issued.

Amended 11/16/2020