

	PAYROLL PERIODS & SERVICE POLICY	Policy No.: 590 Date: 10-14-11
		Supersedes: Date:

APPLICABLE TO FOLLOWING GROUPS: All Employees
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POLICY

It is the policy of the Township to pay wages and salaries that are competitive in the marketplace, fair and equitable to all employees, and comply with existing laws. The Township will make statutory and authorized deductions from each employee's pay. Employees are not to be paid directly out of petty cash or any other such fund for work performed.

SCOPE

This policy applies to all employees.

PROCEDURES

Pay Periods

Exempt employees are paid on a semi-monthly basis, 24 pays per year. Payment is distributed or deposited on the fifteenth and last day of the month. If the fifteenth or last day of a month falls on a Saturday, payment will be made on Friday. If the fifteenth or last day of a month falls on a Sunday, payment will be made on Monday.

Non-exempt employees are paid on a bi-weekly basis, 26 pays per year. Payment is distributed or deposited every other Friday.

Payroll prepares an annual listing of paydays for Exempt and Non-exempt employees, as a reference.

Terminations

Terminated employees will receive a final paycheck on the normal scheduled pay date following the date of their termination.

Direct Deposit

Employees may, and are encouraged to, have their paycheck deposited directly into a financial institution of their choice. To activate direct deposit, employees must complete an Authorization Agreement For Automatic Deposits (Credits) Form and submit it to Finance with a voided check or deposit form.

Deductions

Deductions from an employee's pay fall into three categories:

- Those required by law: Federal Income Tax, State Income Tax, Social Security Tax, Medicare Tax
- Employee authorized: An employee may authorize additional deductions for the purposes of insurance and the Township's 457b Plan, when eligible
- Court ordered garnishments: Human Resources will notify the employee if the Township has received this notice

Vacation:

If an employee, without direct deposit, is scheduled for vacation on a pay day they will receive their pay check when they return to work.

Lost paycheck:

In the event of a lost paycheck, payroll should be notified as soon as possible. In the event a replacement check is provided to the employee the lost paycheck is cashed and the Township identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Township within 24 hours.

Payroll Discrepancies:

If a discrepancy in payment regarding hours worked or pay per hour is made, payroll should be notified as soon as possible. Payroll will work with the employee to remedy the discrepancy.

Employees should contact the Finance Department with any questions regarding this policy.

INTERPRETATION AND CONTROL

Department Heads, Managers, and Supervisors are responsible for notifying the Human Resources Department of any employee circumstance that may be covered by this policy.

The Finance Department is responsible for the interpretation and control of this procedure, as well as the daily administration of the policy.

The Finance Department is also responsible for reviewing and maintaining all pertinent records pursuant to this procedure.

The Board of Supervisors, acting through the Township Manager, is responsible for the ultimate authorization and control of this policy.