

PAYROLL PROCEDURES #430

1.0 DIRECT DEPOSIT. All employees shall be paid through direct deposit. The Director of Human Resources may make an exception for temporary employees.

2.0 PAYROLL PERIOD. The County's payroll period starts at 12:01 AM on a Friday and ends on the second Thursday following it. The pay period consists of two work weeks. The work week period for law enforcement and corrections employees is the 14 day period. Pay Day is the second Friday following the end of the payroll period.

3.0 EFFECTIVE DATE. All transfers, salary and status changes shall become effective on the first day of the payroll period.

4.0 MANDATORY DEDUCTIONS. The following items are automatically deducted from wages:

- A. Federal withholding tax
- B. Utah State withholding tax
- C. Social Security tax (FICA)
- D. Medicare tax
- E. Public Safety Contributory State Retirement (if enrolled)
- F. Group insurance premiums (if enrolled)

5.0 OPTIONAL DEDUCTIONS. Eligible employees may make arrangements to have any of the following items deducted from their paychecks:

- A. Voluntary wage assignment
- B. Charitable contributions
- C. Employee association dues
- E. Other approved deductions

6.0 GARNISHMENTS. Davis County will process employee payroll garnishments as required by court order.

6.1 Employees may be assessed a processing charge for garnishments, wage levies, or 401(k) loans.

7.0 END OF EMPLOYMENT. Employees who leave employment of the County will receive all pay which may be due them as soon as practicable, when the next payroll is processed, subject to the following conditions:

A. Employees owing money, property, or material to the County at the time of separation shall have final pay applied against the account of whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.

B. Salary and accrued vacation leave will, upon employee's death, be paid to the heirs of the deceased employee as provided by law.

8.0 UNIFORM ALLOWANCE. Eligibility for uniform allowance and the amount of the allowance shall be determined by the Commission. Amounts will be pro-rated for part-time employees. Approval to pay uniform allowance to an employee shall be requested on a Personnel Action Form. The Human Resources department shall issue a schedule indicating eligible classifications and approved amounts.

8.1 Employees receiving a uniform allowance are expected to satisfy all obligations incurred with the purchase and maintenance of uniforms. Employees failing to satisfy obligations shall be subject to corrective action.

9.0 DAYLIGHT SAVING TIME. Employees working when Daylight Saving Time becomes effective at 2:00 AM shall be compensated at their regular rate of pay, including shift differential if any, for the hour "lost" when Daylight Saving Time began. Employees working when Daylight Saving Time concludes at 2:00 AM shall be compensated for the "extra" hour they worked. Pay received for this date will be paid in accordance with FLSA procedures.

10.0 ON-CALL PAY. Employees assigned to be "On-call" may be paid a daily stipend per day for the assignment. The stipend amount will be established by departments each budget year. Employees must be available to respond within guidelines set by Administrative Officer. FLSA exempt employees are not eligible for on-call pay.

11.0 SHIFT DIFFERENTIAL. A shift differential may be paid to employees working in the following departments: Sheriff, Facilities, Animal Care, and Public Works. The amount of the Differential is 4% and will be paid on hours worked from 6:00 PM to 6:00 AM. FLSA exempt employees are not eligible for shift differential. Differential will not be paid on the following: training, compensatory time paid out, sick leave, vacation leave, holidays, bereavement, and military.

12.0 FTO/OIC PAY. Employees assigned to be a Field Training Officer (FTO) or an Officer in Charge (OIC) may be paid a daily stipend per day while actively assigned. The stipend amount will be established by departments each budget year. Sheriff's department employees must have successfully completed FTO training as designated by POST and/or the Davis County Sheriff's Office.

13.0 COMPENSATORY TIME PAYOUT. Employees may accrue a balance of compensatory leave time, up to the maximum of 100 hours. If the balance reaches the 100 hour limit, any overtime hours worked in excess will be paid in wages. At termination of employment, any remaining balance will be included on the final payroll, and paid at the current rate.

13.1 At any time during employment, an employee may request a payout of any portion of their accrued compensatory leave balance. The employee will submit the payout request form to the payroll office and indicate the number of hours to be paid. Payment will be processed on the next scheduled payroll period. This pay is included in gross wages and subject to regular taxation.