

PAYROLL POLICY

GENERAL POLICY

The Library provides payroll compensation exclusively by electronic deposit directly into a financial institution account selected by the employee. It shall be the responsibility of all employees to provide the necessary information for the appropriate account at a financial institution for purposes of depositing their compensation.

SPECIAL PAYROLL CHECKS

Under no circumstances will the City consider the issuance of any special payroll checks, since all salary compensation is now deposited into an employee's designated account on the regular scheduled payday. Should there be an error or omission that occurs on a payroll leaving a sum due, that payroll information will be corrected based upon the submittal of documentation from the employee and the Department Director. Any required adjustments to compensation will then be made to the next regular payroll.

History: Effective January 2001, Reviewed March 2003, Revised August 2012