

WS-2: Time, Method and Place of Payment of Wages and Salaries

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1. PAY PERIOD.

County employees shall be paid every two (2) weeks on the same day of the week my mandatory direct deposit. Check stubs are issued at each workstation. Employee should examine their paychecks / pay stubs immediately to ensure they have been properly paid for all hours and that no improper deductions have been made. Any payment errors must be reported to payroll within 14 days.

2. METHOD OF PAYMENT.

Employees are paid by the end of each payday by the department head. Should a payday fall on a holiday, then the stubs are issued on the last working day before the holiday.

3. DEDUCTIONS

The County deducts from employees' gross pay taxes and withholding required by the taxing authorities. The County may also deduct from employee's share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. The County may make other deductions as required by law or court order. The County does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently.

Cash, debts owned the county, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, County identification cards and other items belonging to the County that are advances or issued to an employee but not repaid or returned by him at the time of his termination are considered advances of wages; the value may be deducted from the employee's final pay check(s).

4. PAYMENT UPON TERMINATION OF EMPLOYMENT.

Upon termination of employment, all wages and pay due, including compensation for unused annual leave if eligible for such payment, shall be made at the next scheduled payday, in the usual manner.

5. TIME SHEETS.

All non-exempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) are required to complete an individual time sheet showing daily hours worked. **Time sheets shall cover two weeks and shall be completed at the close of each workday.**

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All employee time records shall be checked and APPROVED by the employee and the department head involved. All hours worked must be recorded, and all hours recorded must have been worked. Un-worked time for which an employee is entitled to be paid (paid absences, paid holidays or paid vacation time) shall be entered by the department head on time record. **Prior authorized overtime shall be identified by the department head with the approval of the administrator attached to the time sheet.**

The department head is responsible for turning in the time sheets to the Finance Department by 10:00a.m. and no later than 12:00 noon on Monday following the end of the pay period. **IF THE TIME SHEET IS NOT RECEIVED ON TIME, A PAYCHECK WILL NOT BE ISSUED UNTIL THE NEXT PAYDAY.**

Filling out another employee's time sheet or falsifying one's own time sheet is prohibited.

Exempt employees (i.e. personnel employed in an executive, high level administrative or professional capacity) are not required to fill out time sheets and are not eligible to receive overtime compensation.

7. PERSONNEL RECORDS

The Human Resource Office shall maintain an attendance record for ALL employees receiving a Fairfield County pay check. This record shall reflect all absences including sick leave, vacation leave, civil leave, etc. and shall be balanced monthly.

All personnel records shall be maintained by the Human Resource Office for each employee including but not limited to: employment applications, copies of personnel actions and correspondence related directly to an employee's work record. An employee's personnel record shall be made available to him for inspection by appointment. Personnel records are confidential and shall be made available only to authorized personnel.