



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Procedure for Receiving Pay
INITIAL EFFECTIVE DATE	April 27, 2015
LAST REVISION DATE	Replaces <i>Section 1.3 (partially), 1.4, 18.13 and 18.14</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.01

OBJECTIVE The purpose of the policy is to provide an overview of how employee pay is administered.

SCOPE The policy applies to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Watauga.

POLICY

A. Delivery of Pay

1. Employees are to be paid every other Friday for hours worked or for use of authorized paid leave. The payroll period starts on Saturday at 12:00 a.m. It ends on Friday at 11:59 p.m., fourteen (14) days after the beginning of the payroll.
2. Delivery of bi-weekly payrolls for all employees will be by electronic transfer with direct deposit to the employee’s account in a designated financial institution. Seasonal employees may request a payroll check.
3. There are 26 pay days per calendar year. If a holiday falls on a pay day Friday, the payday is moved to the preceding first regular work day.
4. Paystubs or paychecks may be mailed for seasonal employees or under hardship conditions when requested by an employee and approved by the Human Resources Director.
5. Paystubs and paychecks are picked up from the Finance Department by authorized Department personnel. These paystubs or paychecks will be released to the employee only. In rare cases where circumstances prohibit an employee from picking up their check (i.e., illness), the employee should contact their supervisor or provide a written release authorizing another person to receive the check. If the employee is incapacitated, the check will be released to the person authorized in writing by the employee on the “Emergency Contact and Release of Information” form.
6. Paystubs may also be emailed to employees directly using an email address of the employees’ choice.

B. Delivery of Pay at Separation

1. Eligible employees leaving City employment, who have successfully completed their probationary period, will receive regular pay for the amount of unused vacation earned. Unused vacation leave will be paid as indicated in the **Vacation Leave policy** of this Manual or as indicated in an employment agreement. Eligible employees leaving the City, who have successfully completed their probationary period, may also be paid for unused sick leave as indicated in the **Sick Leave policy** of this Manual or as indicated in an employment agreement.
2. Eligible employees leaving the City will receive a pro-rated share of longevity pay as indicated in the **Longevity Pay policy**.
3. Employees leaving the City will receive pay for all compensatory time accrued as indicated in the **Compensatory Time policy**.
4. Prior to the release of final pay, all uniforms, keys and other City property or equipment must be accounted for by the immediate supervisor.
5. Each terminating employee will receive his/her final regular, vacation, and any other pay in lump sum.
6. Final pay will be paid on the next regularly scheduled payday for the pay period within which the employee's termination was effective. Employees can make arrangements to pick up their final check or have it sent by certified mail. Final checks will not be directly deposited.

C. Incorrect or Lost Pay Check

1. Incorrect Pay Check: Employees are responsible for notifying their supervisor and/or timekeeper upon receipt of an incorrect paycheck. Failure of an employee to call to the attention of the supervisor an incorrect pay check and/or failure to return the incorrect check the same day, will delay the correction process. Corrections will be processed as quickly as possible.
2. Lost or Stolen Paycheck: Employees are responsible for notifying their supervisor of a lost or stolen paycheck. A paycheck cannot be reissued until the Payroll Supervisor receives written confirmation from the bank that the lost or stolen paycheck has not cleared the bank and the stop payment order is in effect. This may cause a delay in reissuing the check because this process may take up to three (3) working days.

D. Changes in Compensation

1. The City Manager is prohibited from authorizing any change in any employee's salary or wages that exceeds the pay scales approved in the **Classification Plan** that have been approved by the City Council. Any change in salary or wages outside of the Classification Plan requires the prior consent and approval of the City Council in an open meeting.
2. Increase in salary or wages during a fiscal year, which would result in exceeding

appropriations made for such purpose, are not authorized. All employee benefits identified in this Manual are subject to the availability of funds and are not guaranteed.