

Title: Pay Procedures
Policy Number: 202
Effective Date: July 1, 2009
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comments:

- (1) Employees shall be paid on a biweekly basis with paychecks distributed every other Friday. If payday falls on a holiday, employees shall be paid on the day preceding the holiday.
- (2) It is the policy of Pottawattamie County that no advance in future wages (including accrued vacation leave) shall be made.
- (3) Employees will receive on each payday, a check or deposit advice showing gross pay, deductions, and net pay. Federal and state income taxes, Social Security (FICA), mandatory wage withholding, and retirement system (IPERS) contributions will be deducted from an employee's paycheck as required by law. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay if they authorize the deductions in writing.
- (4) Employees who discover an error in their pay check, lose their pay check, or have it stolen must notify the Auditor's Office/Payroll Division immediately. In the case of loss or theft, the Auditor's Office/Payroll Division will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, including any fees related to stop payment, and the County will not be responsible for the loss or theft of a check if it cannot stop payment on the check.
- (5) **Overtime Pay.** Nonexempt employees (those not exempt from the overtime and minimum wage requirements of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half (1 ½) times their regular hourly rate for work performed in excess of forty (40) hours during their normal workweek unless otherwise provided by law or collective bargaining agreement. Paid leave with the exception of sick leave, shall be considered as hours worked for the purpose of computing overtime.

- (6) **Compensatory Time.** Nonexempt employees may choose compensatory time in lieu of a cash overtime payment. Compensatory time shall be earned at the rate of one and one-half (1 ½) times the actual number of hours worked in excess of forty (40) hours per work week. Compensatory time off shall be taken at the discretion of the Department Head. All efforts shall be made to grant requests for compensatory time off unless said request constitutes a hardship for the department.

Employees may not exceed forty (40) hours of accumulated compensatory time off without prior approval of their Department Head. Employees shall be compensated in cash for accumulated compensatory time at the time of separation.

- (7) **Call Back/In Pay.** An employee who is called back to work shall be paid a minimum of two (2) hours pay at the overtime rate, unless such call-back is two (2) hours or less prior to the employee's next regular shift. Call-back does not apply where an employee is ordered to work beyond the employee's regular shift before the end of their shift.
- (8) **Shift Differential.** Continuous shift employees may be eligible for shift differential. Employees represented by a bargaining agent should refer to the appropriate collective bargaining agreement for the shift differential pay schedule. Non-Represented employees shall receive shift differential in accordance with schedules provided to the Department Head at the beginning of each fiscal year. These schedules shall be posted on departmental bulletin boards and/or distributed by the Department Head.
- (9) **Working Out of Classification Pay.** If an employee is requested to work in a higher rated job classification for a period exceeding five (5) consecutive working days, he/she shall receive at least the minimum hourly rate for the higher rate job classification effective on the sixth (6th) day that he/she so works, and shall be returned to his/her regular rate of pay upon completion of his/her temporary assignment.
- (10) **Longevity Pay.** All full-time positions and part-time employees working 24 hours or more per week will receive longevity pay. Employees represented by a bargaining agent should refer to the appropriate collective bargaining agreement for the longevity schedule. Non-Represented employees shall receive longevity pay in accordance with schedules provided to the Department Head at the beginning of each fiscal year. These schedules shall be posted on departmental bulletin boards and/or distributed by the Department Head. Statutorily appointed deputies are not eligible for longevity pay. Employees who are eligible for longevity shall receive longevity and longevity increases at the beginning of the pay period in which the employee's anniversary date occurs.

- (11) **Termination Pay.** An employee who is dismissed or who voluntarily resigns shall receive his or her final paycheck on the first regularly scheduled payday following termination of employment. In addition to hours worked, the employee shall be paid for leave balances, other than sick leave, which have been accrued but not taken.
- (12) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their Department Head or with the Auditor's Office/Payroll division.