

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Payment of Wages Policy

CONTENTS

I. Policy

Approval:  Date: 2/10/15
City Administrator

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Payment of Wages Policy

I. Policy

Employees are paid alternating Fridays by direct deposit. Immediately upon receipt employees should examine their pay notification 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 10 days. Employees paid by any other means on any other schedule must report payroll errors within 20 days. If reported within the required time periods, the City will process payroll corrections at the earliest practical opportunity or during the next processing of payroll.

From employees' gross pay, the City deducts taxes and withholding required by the taxing authorities and employees' share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. The City may make other deductions as required by law or court order.

Employees who are found at-fault or of contributing to an accident resulting in damage to public or private property or employees who intentionally or negligently damage public or private property are subject to reimbursing the city for the cost of the insurance deductible incurred to satisfy claims. If there is no insurance coverage, then the maximum amount owed may be up to \$1,000. These payments are considered an advance of wages owed to the city and may be withheld through payroll deduction. These and other advancements of wages may be deducted from an employee's final pay checks.

Cash, debts owed the City, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, City identification cards and other items belonging to the City that are advanced or issued to an employee but not repaid or returned at the time of his or her termination are considered advances of wages, the value of which may be deducted from the employee's pay. The City does not make unauthorized deductions and will reimburse employees if such deductions are made in error.