Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.2.03

2. SUBJECT: ***Payroll***

3. POLICY: Employees shall be paid in accordance with pay schedules adopted by Grant County Payroll Department and in accordance with any agreed upon contracts. This Policy and Procedure is established to define the process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of the District.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. Grant County Payroll Department is required by law to make certain deductions from the employee's paycheck each time one is prepared. These deductions will be itemized on the employee's Grant County Payroll check stub. The amount of the deductions may depend on the employee's earnings and on the information furnished on the employee's W-4. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the District Secretary and Grant County Payroll Department immediately, and a new W-4 form may be required.

   Any other mandatory deductions to be made from the employee's paycheck; court-ordered wage assignment or garnishment against an employee's wages shall be directed to Grant County Payroll Department and a copy shall be also delivered to the District Secretary.

   According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

   B. Payroll payment will be in the form of a check or by EFT. The District and District employees will also follow the Grant County Personnel Policy for EFT- Appendix 6.2.03 #1 Grant County Personnel Policy: 910 Automatic Deposit. Employees who opt for EFT will be responsible for completion of the Grant County's EFT form and delivery of the form to the Grant County Payroll Department to ensure payment.

   C. If an employee believes an error has been made, the District Secretary shall be immediately informed. The District Secretary will make the necessary corrections

as required. If it is a direct deposit error, the employee will notify Grant County Payroll Department and the District Secretary.

D. Payday is dictated by the Grant County pay schedule. Changes will be announced in advance whenever District holidays or closings interfere with the normal payday. See Appendix 6.2.03 #2 Annual Payroll Calendar

E. Paychecks/check stubs will be distributed by District Fire Chief or designee.

F. The District does not pay severance pay. When employees leave the District, they will be paid for actual time worked, plus any accrued but unused vacation time. Sick leave will be bought out in accordance with the provisions in the current IAFF Local 4418 bargaining unit contract.

G. By law, the District is obligated to keep accurate records of the time worked by "non-exempt" employees. This is done by written time records.

1. The time record is verification of the employee's hours worked and used to calculate pay. The time record indicates hours worked per day. All employees are required to keep the District office advised of their departures from and returns to the premises during the workday.
2. Each employee is responsible for their own time record.
3. No one may alter or change any other employee's time record with the exception of the Fire Chief, or designee. Tampering with another employee's time record is cause for disciplinary action, including possible dismissal of both employees. Do not alter another person's time record, or influence anyone else to alter a time record. In the event of an error in recording your time, report the matter to the District Fire Chief or designee, and District Secretary immediately.

Forms: See Appendix

1. Grant County Personnel Policy: 910 Automatic Deposit
   Appendix 6.2.03 #1
2. Annual Payroll Calendar
   Appendix 6.2.03 #2

Definitions

1. Pay Period – Sunday to Sunday as per scheduled work hours
2. Work Schedule – Are scheduled hours
3. 7K Exemption is based on a 24-day period starting on July 7, 2024.