



POLICY TITLE: Employee Compensation
POLICY NUMBER: 2330

The District's Pay Schedule is posted on an annual calendar that is published at the District Office establishing payroll dates to ensure that pay is processed in a timely manner. Salaries and wages are paid on a semi-monthly basis. **Hours worked for the first half of the month**, from the 1st through the 15th, are paid on the 16th of the month. **Hours worked in the second half of the month**, from the 16th to the end of the month, are paid on the last day of the month.

If the pay date falls on a federal banking holiday, Saturday, or Sunday, the pay date will be paid a day prior to the holiday, on a banking business day. Direct Deposit Delivery Payments are not yet available for employees.

Checks not picked up from the Business Office by 4:00 pm on the day following the scheduled pay date will be dropped in outgoing mail, unless the office is notified to do otherwise.

A pay check will not be released to anyone but the employee without written authorization. A photo ID is required for check release.

Time and Attendance Reporting: Employees are required to accurately account for their hours worked in each work week through hours worked, or use of authorized leave. Employees with multiple jobs are responsible for the accurate recording of their time for each position. Hours worked will not overlap with each other. Employees are required to enter time only for themselves, and only from the locations approved by their supervisor. Reported time is rounded to the nearest quarter hour. Minutes from one (1) to seven (7) past a quarter hour are rounded down, and minutes from eight (8) to fourteen (14) are rounded up to the nearest quarter hour. Employees and/or supervisor found to be improperly reporting work time and attendance information will be reported to their immediate supervisor for appropriate disciplinary actions.

Designated types of work such as grant funded projects, overload, administrative work, or other positions may require additional recordkeeping of hours worked as a condition of employment. If an error is caught by the employee or payroll after a pay period is processed, corrections will be made in the next payroll run. If a supervisor or approver feels a change to reported hours is required, they will obtain an employee's initials on the change before submitting time to payroll whenever possible. All supervisor changes to reported time will be communicated to the employee by the supervisor.

Calculation of Overtime Pay compensation results only in those cases when the actual hours "worked" exceeds forty (40) hours for District Office Staff, the Assistant GM/Fire Chief, and District Maintenance positions, during the established FLSA work week.

Calculation of Overtime Pay compensation results only in those case when the actual hours "worked" exceeds one hundred and fifty six (156) hours, for Employees classified as Firefighters.

Supervisors are to plan, organize, and schedule workload to accomplish departmental goals within the prescribed work week.

Non-exempt District Office Staff, that work in excess of forty (40) hours per work week will be compensated at time and half the employee's regular rate of pay.

For FLSA purposes, holiday pay does not count towards hours worked.

Reporting of Hours for Non-Exempt Employee Travel time that constitutes work time, will be compensated according to FLSA. Travel that is part of the employee's principal activity, such as travel from work site to work site during the workday, must be counted as hours worked. Any work that an employee is required to perform while on travel status is counted as hours worked. Non-exempt employees report all mandatory travel hours that fall within their regularly scheduled work day. Hours that fall on a scheduled day off, if during regularly scheduled times, must be reported as hours worked. If there is mandatory work beyond regularly scheduled hours, those hours should also be reported. Non-exempt employees who are a passenger in any vehicle or aircraft beyond regularly scheduled work time may not report that time as hours worked. Travel from home to or from the employee's primary work site are not reportable hours.

Separation Pay-Out Payment for voluntary work separation due to resignation or retirement is paid no later than the regular pay date for the pay period during which the separation occurs.

Payment for work separation due to involuntary discharge is paid according to current Federal Statute requirements. For final pay-out due to the death of an employee, the District will follow the established procedural guidelines and all IRS reporting regulations related to deceased employee pay.

Any debts or credits to individual benefit accounts will be settled with final pay.

Pay Corrections and Adjustments Due to cost and complexity of running a complete payroll process, adjustments are rare and may require special approval. Adjustments are a manual process which runs outside a regular scheduled payroll run or to an already processed pay period. Payroll adjustments will generally be processed during the next scheduled pay period, unless exception is made by Payroll based on the adjustment circumstances.

Due to CalPERS Retirement System, hours will be reported in the correct FLSA work week, regardless of when pay is processed. Overpayment is a legal debt and must be repaid.