

# St. Andrews Parish Parks & Playground Commission

## Policy Manual

<b>Section:</b>	4	<b>Topic:</b>	Payroll Standards
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In order to accurately and efficiently pay SAPPPC staff members for time worked, and to comply with the Fair Labor Standards Act and current accounting regulations and practices, SAPPPC requires staff members who use paper or electronic time cards to follow the following guidelines:

- SAPPC will adopt and comply with any future changes to the Fair Labor Standards Act as mandated by law or recommended accounting practices.
- The Fair Labor Standards Act requires employees to accurately record all “clock in” and “clock out” periods and to record all work performed on behalf of SAPPPC. Employees who do not record time accurately are subject to disciplinary action up to and including termination. It is the employee’s responsibility to review his time and ensure the accuracy of hours recorded, whether time is recorded on paper or electronically. Break periods longer than 15 minutes must be recorded on paper or electronically.
- If an employee is paid incorrectly, the pay correction will be made on the very next scheduled payroll, which is currently done bi-weekly. Depending on the circumstances and availability of resources, the employee may be offered a cash advance which must be repaid before or on the next scheduled payroll day.
- Employees are advised of the schedules and hours upon hire. All overtime must be preapproved by a supervisor prior to an employee’s working any overtime. It is the employee’s responsibility to let the supervisor know that he/she may earn overtime in the defined work week and to avoid unplanned overtime. Unauthorized overtime may result in disciplinary action up to and including termination, although overtime will be paid in accordance with labor laws.
- If a time clock is used in a department, time cards are generally put out next to time clocks by SAPPPC department heads at the beginning of each pay period. If any staff member does not find his time card at this location, he must pick his time card up from his supervisor.
- All hourly employees shall use department issued time clocks or other electronic time keeping system (currently eTrak). Handwritten time sheets may only be used by employees paid on a piecemeal basis. Handwritten time sheets must be written in ink and signed by both the staff member and the supervisor. The Human Resources Director must

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grant permission for this timekeeping method to be used.

- Alternate timekeeping methods (such as smart phone apps, computer software programs, spreadsheets, etc) may be used on a case-by-case basis at the discretion of the Executive Director. Alternate timekeeping methods must adhere to the same payroll standards as handwritten timesheets and time clock time cards and must be approved by the supervisor.
- Should an error be made on a time card or handwritten timesheet, a staff member cannot erase, white-out, or mark through it. Instead, he must contact his supervisor as soon as possible to correct the mistake.
- If for any reason a time clock does not have the correct time of day or date, staff members should clock in anyway and report the situation to a supervisor.
- No staff member may "clock in" or "clock out" for another staff member. Each staff member must clock in and out himself.
- Time cards cannot be removed from any facility. Should a staff member perform work at more than one location, he must obtain a separate time card for use at that location. It is his/her responsibility to ensure that the supervisor has that time card.
- Time cards must be totaled and signed by the staff member, without exception regardless of the timekeeping method used. Any time card that is not signed will be returned to the applicable department head, and that staff member will be not paid until the following pay period, provided the time card is signed by that time.

Any payroll records not received by the payroll deadline established by the Human Resources Director may not be paid until the following pay period.

Electronic pay advices will be sent via email to the email address of record for each employee. Employees must provide a valid email address so that SAPPPC can provide a pay advice electronically and update the email address with the Human Resources Director if it changes. In the event that an employee does not have an email address, printed-pay advices may be picked up in person by requesting a printed copy. However, any staff member may designate continuous authority to a person or persons to pick up his printed pay advice in the event he is unable to pick it up himself.

Pay advices may also be mailed at a staff member's request when circumstances make it impossible for him to access the pay advice electronically or when a staff member has left employment

As State Law allows, SAPPPC has a mandatory direct deposit policy. All paycheck funds will be deposited into the bank account of each staff member's choice. SAPPPC has made arrangements with two local banking institutions to offer its staff members checking accounts on favorable terms if needed. It is the employee's responsibility to notify the Human Resources Director is his/her account changes.

Staff members are encouraged to check their paycheck stubs for any errors, and to keep them for their own records.

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To allow time to add new staff members to the payroll system, department heads adding a new staff member must turn in the necessary paperwork to the Human Resources Director by the deadline he has set. Any paperwork received after that may be paid during the following payperiod.

SAPPC must comply with mandatory wage garnishments. "Garnishment" of wages refers to a legal procedure requiring an employer to withhold portions of an employee's earnings to satisfy an outstanding debt.

SAPPC is required by law to follow the guidelines stipulated in a garnishment order.

Different limits are set on different types of garnishment. The most common types of garnishment and wage assignments are: court order for a federal bankruptcy, court order for child support, federal or state tax levy, student loan, creditor garnishment, or employee wage assignment.

Upon receipt of a garnishment notice, the employee will be notified when the garnishment will take effect and any other necessary instructions. Considering the garnishment requirements, HR will determine the employee's "disposable wages", that is, gross wages less taxes and other deductions required by law. A payroll deduction will commence and continue until SAPPC receives notification from the court, creditor or government agency that the garnishment is discharged. The fact that SAPPC receives a garnishment order (maintained in confidential HR files) will not be held against the employee in any way. Employees should approach HR directly with any questions about garnishments or wage assignments.