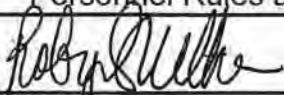




Human Resources Policies and Procedures

Policy Title: Payroll Deductions	Policy Number: 5.10
Effective: September 13, 2010	
Supersedes: Payroll Deductions Policy effective October 30, 2005 and April 1988 Personnel Rules and Regulations #40, p.48	
Approval: 	Page 1 of 3

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

To provide guidelines for initiating and withholding payroll deductions.

3.0 Policy

Payroll deductions will be made from wages in compliance with State and Federal law. An itemized statement of deductions made from wages will be furnished to employees at the time payment is made.

4.0 Responsibility

Management and Payroll will be responsible for the consistent administration of this program and ensuring compliance with the Payroll Deductions policy. It is the responsibility of each employee to follow this policy and abide by its intent.

DISCLAIMER

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5.0 Procedures

5.1 Proper Deductions from Wages

- A. Deductions will be withheld from wages when one of the following conditions is met.
1. The City is required to do so by law. Examples: Federal and State taxes, social security, or a garnishment order.
 2. The employee has voluntarily signed an authorization for the deduction. (For example: Supplemental insurance, charitable organizations)
 3. The deduction is made in accordance with a collective bargaining agreement to which the City and employee are parties. Examples: union dues.

5.2 Authorizing Payroll Deductions

- A. Benefits Deductions
1. To authorize payroll deductions for miscellaneous insurances an employee must (1) be eligible for the insurance, and (2) submit the proper authorization form to the Human Resources Services Benefits staff member, who will submit the information to the appropriate healthcare carrier.
 2. To change healthcare coverage an employee must first qualify for the change and submit the proper authorization form to Human Resources Services, Benefits staff who will submit the information to the appropriate healthcare carrier.
 3. To cancel coverage an employee must submit in writing a cancellation notice to Human Resources Services, who will submit the information to the appropriate healthcare carrier.
- B. Deferred Compensation Plan
1. To authorize payroll deductions for the Deferred Compensation Plan, an employee must submit to Human Resources Services a 457 Deferred Compensation Plan Employee Enrollment Form.

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2. To change deduction amounts, an employee must submit a 457 Deferred Compensation Plan Amount of Deferral Form to Human Resources Services, Benefits staff.
 3. All forms may be obtained through the UltiPro Home Page>My City>Electronic Forms.
- C. Union Dues Deductions
1. To authorize union dues deductions, an employee must fill out an Authorization for Payroll Deduction form and submit it to payroll.
 2. Union dues deductions cancellations must be submitted to Payroll in writing.

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