

CHAPTER 6 TIMEKEEPING AND PAYROLL

Effective October 11, 2021

6.01 Time Collection

All non-exempt employees are required to clock in at the beginning of each shift and clock out at the end of each shift. Employees are required to clock in and out for lunch if their department or division has a scheduled lunch. At this time the City utilizes a paper time system therefore the employee will maintain their "clock in and out" time by writing down their time on the provided timesheet.

Employee time is required to be reviewed by the Department Heads and Supervisors prior to submitting it for payroll processing. If there is a discrepancy, the Supervisor and employee must resolve the situation prior to submitting the time record for processing. Any violation of this policy can subject both employees to disciplinary action, up to and including termination.

6.02 Failure to Timely or Properly Report Absence

Excessive absenteeism, tardiness, and or failure to timely or properly report an absence reflects on an employee's overall job performance and subsequently on performance evaluations. It is the employee's responsibility to contact his Supervisor regarding any tardiness or absence. Except where otherwise provided by law, an employee with an excessive absenteeism and/or tardiness record will be subject to disciplinary action, up to and including termination.

6.03 Tardiness

If an employee expects to be late by more than fifteen (15) minutes, he must call the Supervisor and inform them of the delay. An employee who is late for work will forfeit pay for the actual work time missed. If the employee cannot reach his immediate supervisor, he must notify the next level Supervisor or Department Head of the tardiness.

6.04 Request for Leave

When an employee knows in advance of an impending absence, he must submit a Request for Time Off to his Supervisor. The Supervisor will evaluate the reason for the absence and decide whether the employee may be excused. The Supervisor will then approve or deny the Request for Time Off. Unexcused

absences shall subject the employee to disciplinary action, up to and including termination.

6.05 Unexcused Absences

Unexcused absences are absences that occur without proper notification or without satisfactory reason. An employee having one (1) unexcused absence in any twelve (12) month period shall be warned in writing by his immediate Supervisor that any further unexcused absence may result in termination from City employment. The second unexcused absence in a twelve (12) month period may result in the employee's termination.

6.06 Job Abandonment

If an employee is absent and his Supervisor is not directly notified for two (2) consecutive workdays, the employee will be considered to have abandoned his job and he will be terminated from the City. The employee is required to personally report during any period of absence unless there are extenuating circumstances prohibiting him from doing so.

6.07 Pay Days

The City pays all employees on a bi-weekly basis (twenty-six pay periods per year). For pay calculation purposes, the City's workweek begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m. Direct deposit is required by the City of Breckenridge to deposit net pay directly to a financial institution (checking or savings account) of the employee's choice. Paychecks shall be automatically deposited in employee's authorized accounts every other Wednesday following the pay period end date by 5:00 p.m. If a scheduled payday falls on a holiday, paychecks shall be deposited the day preceding the holiday. Employees are required to notify Human Resources immediately if their bank account is no longer active and must provide new account information prior to payroll processing day. Any exception to this policy must be approved by the City Manager.

6.08 Release of Employee Paycheck to a Third Party

Written authorization from the employee shall be submitted to the Human Resources Department for delivery of the employee's paycheck to a third party. The third party may be required to provide proof of identification.

6.09 Earnings Statements

A. Statement Information

With each paycheck, employees receive an earnings statement that itemizes the earnings and deductions. Deductions fall into two groups: those required by law and those authorized by the employee in writing. Deductions required by law are:

- Texas Municipal Retirement System (TMRS): The amount deducted from the employee check is sent to TMRS. The City contributes an additional amount to the employee's retirement account as well.
- Federal Withholding Tax: The amount deducted for Federal Income Tax Withholding varies depending upon the employee's earnings and the number of exemptions that an employee has authorized on the W-4 (Exemption Certificate).
- F.I.C.A. (Social Security and Medicare): The amount of deduction is determined by the Federal Government.
- Involuntary Garnishments: These are court ordered deductions and other mandated deductions (i.e. child support, IRS levy, student loan garnishments).

B. Voluntary Deductions

Voluntary deductions authorized by the employee may include payments for health insurance premiums and other benefit deductions. No such deductions will be made from an employee's paycheck unless the employee authorizes it in writing.

C. Employee Responsibility

A paycheck is payment from the City to an employee for services rendered, less any applicable deductions. Employees are not allowed to assign their wages to any other person. When an employee receives his payroll check, it is the employee's responsibility to make sure the hours, pay rate, and deductions are correct. If an employee believes that there is an error on his paycheck, he must return it to the Human Resources Department for correction. If the paycheck is cashed before the error can be corrected, the information on the check stub can be used to review the paycheck detail. Errors on paychecks must be reported to the

Human Resources Department within ninety (90) days of receiving the paycheck.

6.10 Federal and Court Ordered Garnishments

A. Child Support Wage Withholding

The City, upon receipt of a court order or letter signed by the employee, will automatically deduct child support in accordance with the directions contained in the court order or employee letter. An employee letter cannot supersede a court order. If child support is ordered by a court, another court order must be issued to cancel or modify the amount of the original court order.

B. IRS Garnishments

The City will adhere to any wage garnishment issued by the Internal Revenue Service. A garnishment issued by the IRS must be released by the IRS.

C. Other Court Ordered Garnishments

Upon receipt of a court order, the City will automatically deduct garnished wages in accordance with the directions contained in the court order.

6.11 Payment of Compensation upon Employee's Death

In order to settle the accounts of deceased employees, all unpaid compensation due a deceased employee shall be paid to the person or persons surviving at the date of the employee's death, in the following order of precedence. When payments are made in accordance with this section, no other person may collect any of the amounts so paid.

- A.** First, to the beneficiary or beneficiaries designated by the employee in writing to receive the compensation, if the written designation is filed with the payroll office before the employee's death;
- B.** Second, if there is no designated beneficiary on file with the personnel clerk, to the employee's surviving spouse;
- C.** Third, if there is no designated beneficiary or surviving spouse, to the child or children of the employee, or the descendants of deceased children, by representation;

- D.** Fourth, if none of the above, to the parents of the employee, or the survivor of them;
- E.** Fifth, if none of the above, to the duly appointed legal representative of the estate of the deceased employee, or if there is none, to the person or persons determined to be entitled under the laws of descent and distribution of the State of Texas.