

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PAY PROCEDURES	Effective Date: August 3, 2004	Number: 305
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: Draft 7/28/2021	Page: 1 of 1

Policy:

It is the policy of Levy County to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comments/Procedures:

- (1) Employees normally will be paid on a bi-weekly basis. If the regular payday occurs on a holiday, employees will be paid on the last working day before the holiday.
- (2) Employees on each payday will receive, in addition to their check, a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.
- (3) Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Clerk Finance Department immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the Clerk Finance Department will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and Levy County will not be responsible for the loss or theft of a check if it cannot stop payment on the check.
- (4) Nonexempt employees (those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek. (For a more detailed discussion of exempt and nonexempt status, see EMPLOYEE CLASSIFICATIONS policy.)
- (5) Nonexempt employees will receive premium pay at one and one-half their regular rate for work on Saturday and Sunday, unless the normal workweek includes regular Saturday and Sunday work.
- (6) For policies and procedures regarding call-out, stand-by and reporting-time pay, see HOURS OF WORK policy. For policies and procedures governing pay upon termination, see TERMINATION OF EMPLOYMENT policy.
- (7) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their department head, supervisor or with the Human Resource Manager.
- (8) The Board's established procedure is to give Department Head's, other salaried employees and positions not listed under LIUNA contract in PERC documents the same wage increase negotiated for LIUNA covered employees. (Exception would be IAFF covered employees)

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