

CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
DEPARTMENT POLICY AND PROCEDURE

DEPT 1400-13-03
LGL 2013-0009

TITLE: **PAYCHECK DISTRIBUTION**
EFFECTIVE DATE: September 16, 2002
REVISION EFFECTIVE DATE: March 12, 2013

1.0 GENERAL

1.1 The purpose of this policy is to ensure the proper and timely distribution of employee paychecks by the Spokane Parks and Recreation Department.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all employees of the Parks and Recreation Department.

3.0 REFERENCES

N/A

4.0 DEFINITIONS

N/A

5.0 POLICY

- 5.1 It is the policy of the Spokane Parks and Recreation Department to timely and efficiently distribute paychecks to Department employees.

6.0 PROCEDURE

- 6.1 Paychecks are available for pickup from the fifth floor of City Hall by staff supervisors starting at about 3:00 pm on the Thursday before payday.
- 6.2 Paychecks will be distributed to employees per bargaining unit contract.
- 6.3 Any paychecks remaining in the fifth floor payroll office at 10:00 am on payday will be mailed to the address on the check.
- 6.4 Employees have the option of selecting immediate mailing. When this option is selected, their check will be mailed as soon as Department staff receives them on Thursday and will be unavailable for the supervisor to obtain.
- 6.5 The employee taking the checks for a Division will initial the payroll register for each check obtained. This process is not required for the pay stubs that are printed for those with direct deposit.
- 6.6 Paychecks will not be held by Department staff longer than the end of the day that the majority of the staff for a Division is scheduled to work: I.e. for those areas that typically work Monday through Friday, all remaining paychecks will be mailed in the afternoon of payday. For those areas that a large portion of the employees work Saturdays or Sundays, remaining paychecks will be mailed on the Monday after payday.
- 6.7 Paychecks are not to be held pending the return of City property – including badges, keys, tools, or change funds.
- 6.8 Paychecks can only be picked up by another person other than the supervisor if a signed letter by the employee is on file with the Payroll Clerk.


7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

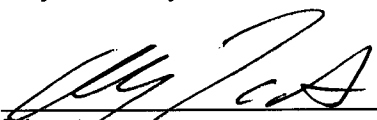
None

APPROVED BY:



City Attorney (AST)

3-12-13
Date



Director
Parks and Recreation

3/12/13
Date