

INTRODUCTION

Employees of the City of Taft shall be paid on bi-weekly cycle.

In accordance with provisions of existing labor agreements between the City of Taft and its employees, municipal employees shall receive compensation on a 40-hour, seven consecutive day work cycle, or in the case of sworn firefighter on an average 56 hour work week during each 27-day work cycle.

Eligible employees, except sworn firefighters, shall receive overtime compensation at a rate of one and one-half times base salary or hourly equivalent salary for hours worked in excess of 40 during the seven consecutive day work period.

Sworn firefighters shall receive overtime compensation at the rate of one and one-half time base hourly or hourly equivalent salary for hours worked in excess of 224 during the 27-day work cycle.

POLICY

1. The seven consecutive day work period for employees of the City of Taft shall begin at 12:01 a.m. each Sunday and shall continue for a period of 168 consecutive hours ending at 12:00 a.m. the following Sunday.
2. Bi-weekly payrolls shall be processed within five working days following the close of each payroll period. Employee paychecks shall be available prior to 5 p.m. on the Friday immediately following the end of each payroll period.
3. Should a City approved holiday occur on the Friday immediately following the close of the payroll period, employee paychecks shall be available by 5 p.m. on the day proceeding the approved holiday.
4. Bi-weekly pay checks shall include all regular, overtime, standby and special earnings payments earned by the employee during the payroll period immediately preceding pay day.
5. Payroll shall be computed on those hours indicated on a time card signed by the employee and approved by such employee's immediate supervisor subject to provisions of the City's Sick Leave, Holiday, Vacation, Leave of Absence, Stand-by and Overtime policies and subject to the applicable Memorandum of Understanding between the City of Taft and the bargaining unit to which the employee is assigned.
6. The City of Taft shall make only those payroll deductions required by law without written authorization of the individual employee. Such deductions include federal withholding tax; state withholding tax; contributions to the Public Employees'

Retirement System; and garnishee or tax lien obtained through a bona fide court order.

7. Upon written request of an individual employee, the City of Taft shall make payroll deductions for health insurance; long-term disability insurance; credit union savings or deposits; deferred compensation; union dues, dental insurance and other approved items.
8. Because of the large sums of cash required, the City of Taft shall not pay employees in cash nor shall it cash employee payroll checks.
9. Payroll checks shall not be distributed to anyone other than the employee unless the employee presents written authorization to the City of Taft designating a specific individual as their agent.