

# City of Irving Policies and Procedures

## Pay System

### POLICY

The City pays employees on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations.

### PROCEDURE

**Pay Period:** The City has a 14-day pay period. Employees are paid on a biweekly basis, with normal paydays occurring every other Friday. When a payday falls on an official City holiday, employees will normally be paid on a day preceding Friday.

**Payroll Deductions:** Initial and continued employment with the City is conditional on employee agreement to deductions from pay as follows:

- when required by law or regulation;
- when available to all City employees with individual employee consent and City Manager or Department Director approval;
- as payment for a benefit or special program authorized by the City Manager and offered with City participation;
- as payment toward meeting job-required deposits;
- as repayment for erroneous payment made by the City to an employee;
- as reimbursement for pecuniary liability imposed for loss or damage to City property or issued equipment; or,
- as repayment of salary continuation, sick leave, vacation leave or other paid leave paid to an employee when the employee also receives worker's compensation benefits for the same time period.

**Base Pay Reduced:** If an employee suffers a reduction in his or her normal base pay due to an error, every effort will be made to issue a special check to the employee as soon as possible.

**Base Pay Increases that are not Processed:** If an employee's increase in base pay is not included on the paycheck when expected, the increase, and any back pay due the employee, will be included on the employee's subsequent paycheck.

**Overtime Payments:** Payment of overtime hours not included at the time payroll is processed will be included on the employee's next paycheck.

**Recovery of Money Owed to the City:** Repayment of money owed to the City by an employee will be reviewed on a case-by-case basis and in compliance with state and federal law.

**Exceptions:** The Strategic Services Director must approve any exceptions to this policy.