



PERSONNEL POLICY

SUBJECT: PAYMENT OF WAGES

DATE: January 1, 2017

Number: 321-16

I. Statement of Policy

The policy of Fulton County is to correctly compensate County employees for all time worked. Fulton County complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in an investigation by Fulton County, even if the reports do not reveal any errors or wrongdoing.

II. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



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I. Pay Periods

All employees, with the exception of Commissioners and Judges, will be paid biweekly on every other Friday by check, pay card or direct deposit. The pay period begins on a Wednesday and ends on the Wednesday prior to the week of the Friday payday. If the regular payday falls on a recognized holiday, then employees will be paid on the official business day immediately preceding the regular payday. All Employees will have access to their check detail via the County's Employee Self Service (ESS) system.

II. Pay Check Deductions

Fulton County is required by state and federal laws to make certain deductions from an employee's paycheck each pay period. Such deductions typically include federal and state taxes and Social Security. Depending on the benefits an employee chooses, additional deductions may occur.

The pay of some nonexempt employees may be subject to deductions for items such as tools or uniforms. Such deductions will be made in accordance with state and federal law, and will require written authorization from the employee.

The amount of all deductions will be listed on the employee's pay stub.

III. Reporting Errors and Obtaining More Information

If any employee, exempt or nonexempt, has questions about deductions from his or her pay, believes he or she has been subjected to improper deductions, or believes that the amount paid does not accurately reflect the employee's total hours worked or salary, please contact your supervisor and/or the Department of Human Resources Management. Every report will be fully investigated, and Fulton County will provide the employee with any compensation to which the employee is entitled in a timely fashion.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".