

Policy Name: Payroll
Section: 3000 Operational: 3300 Finance
Policy Number: 0000

Purpose: This policy outlines the procedures and guidelines for the timely and accurate processing of employee compensation. The policy ensures that all employees are paid in accordance with District standards and applicable labor laws. This policy supersedes any other policy written regarding payroll prior to November 21, 2024.

Reference: None applicable

Policy:

Scope

This policy applies to all employees of Bainbridge Island Metro Park & Recreation District, including full-time, part-time, and temporary staff.

Payroll Schedule

- **Pay Period:** Employees are paid monthly.
 - Full-time employees: Paid from the 16th of the calendar month through the 15th of the next calendar month (example: August 16 to September 15). Full-time staff that worked at the District as of September 16, 2024 will have been paid a draw of half a month. This will be due to the District upon termination. Full-time employees hired after that date are paid from the 16th to the 15th with no draw.
 - Part-time employees: Paid from the 16th of the calendar month through the 15th of the next calendar month (example: August 16 to September 15).
- **Payday:** The designated payday is the last day of the month. Generally, if payday falls on a holiday or weekend, payment will be issued on the preceding business day. *Some months may be short (for example February), or holidays, weather, and internet issues may interfere with performing payroll. In those instances, employees will be paid no later than the last day of the month.*
- Increases in pay, whether merit or promotion will be effective on the 16th of the month to accommodate the pay periods. Exceptions must be approved by the accounting department and reflected on the Personnel Action Form.

Employee Classification

1. **Exempt Employees:** Paid a fixed salary and not eligible for overtime pay as per the Fair Labor Standards Act.
2. **Non-Exempt Employees:** Paid hourly and are eligible for overtime pay in accordance with federal and state labor laws. The employee can opt to convert overtime to compensatory time. This must be done before the employee submits their time sheets. See section 400 of the Policy Manual regarding personnel for benefit information regarding maximum accrual etc.

Payment Methods

1. **Direct Deposit:** All employees are encouraged to enroll in direct deposit to receive their pay. Payments are made directly to the employee's designated bank account.
2. **Paper Checks:** If a direct deposit is not used, employees will receive paper checks, which will be mailed on payday.

- Electronic Pay Stubs: Pay stubs will be provided electronically through the District's payroll system.

Timekeeping and Attendance

- All non-exempt employees must accurately record their working hours using the District's approved time-tracking system. Some exemptions can be made with prior approval of the accounting department, and with completing the proper paperwork (as determined by the accounting department).
- The accounting department will determine when the timesheets are due.
- Employees are responsible for ensuring that their time records are accurate and submitted for approval by the date determined by the accounting department.
- Any discrepancies in time reporting must be promptly reported to the employee's supervisor for correction.
- Previous pay period corrections will be turned in to the accounting department in the manner determined by that department (example: a manual timesheet may be requested).

Rounding of Hours

- Currently rounding is not utilized by the District. The Executive Director has the discretion to institute rounding at any time.
- Rounding simply means time worked is rounded to the nearest quarter-hour (15 minutes) or some other set increment.
- This rounding system will follow the Fair Labor Standards Act and be applied consistently for all employees.

Overtime/Compensatory Time

- Overtime is paid at one and a half times the employee's regular hourly rate for all hours worked beyond 40 hours per week, in accordance with applicable state and federal labor laws. Employees have the option to convert overtime to compensatory time. The maximum compensatory time accrual is 80 hours. Once that limit is met, overtime pay will be made to that employee.
- Overtime worked must be pre-approved by a supervisor or manager. Overtime approval is part of the timesheet approval process.

Holiday Pay

See section 400 of the Policy Manual regarding personnel for additional information.

Salary Scale

The salary scale is approved by the Board of Commissioners. See section 400 of the Policy Manual regarding personnel for additional information.

Merit Increases

See section 400 of the Policy Manual regarding personnel for additional information.

Call Out Pay

See call out procedures.

Accrual Payout

See section 400 of the Policy Manual regarding personnel for additional information.

Deductions

The District is required by law to make certain deductions from employee wages, including:

- Federal and state income taxes.
- Social Security and Medicare taxes.
- Wage garnishments (as required by law).
- Washington State PERS retirement (based on the employees' choice or lack of choice in the time allowed). Washington State law will be followed and will determine the number of days the employee has to choose and when, if any time, they can change the choice. Participation is also determined by state law and may change from time to time.
- Any additional deductions (e.g., health insurance, deferred compensation contributions) as authorized by the employee.
- Any other deductions as required by law.

Payroll Errors

- If an employee notices an error in their paycheck, they should immediately notify the accounting department.
- Corrections will be processed as soon as possible, and any underpayments will be corrected by the next payroll cycle.

Rehires

- Anyone hired back after leaving employment in good standing will be credited for previous time served for the District. This is regarding longevity, accruals, and other seniority-based benefits. If the District is no longer in possession of records to determine previous time worked (e.g. the records met Washington State Archives retention requirements and were destroyed in accordance with the retention schedule), an estimate will be made based on the best information available.

Final Pay

- Upon termination of employment, whether voluntary or involuntary, employees will receive their final paycheck according to state labor laws. This will include all wages earned, including any accrued but unused vacation time or other benefits as per District policy.

Confidentiality

Employee payroll records are confidential and will only be disclosed to authorized personnel or as required by law.

Leave Policy

See section 400 of the Policy Manual regarding personnel for additional information.

Policy Review

This policy is subject to review and may be updated periodically to ensure compliance with changes in employment law and District standards. This policy and section 400 regarding personnel policies will be available to employees on the District website or upon request from the accounting department.