

## PAYROLL POLICY

The purpose of this policy is to require adequate and appropriate documentation for disbursements. (amended 6/21/10)

1. Payroll is processed according to four (4) schedules; bi-weekly, monthly, quarterly and annually.

Each schedule is predetermined on an annual basis and the Payroll Administrator, at the end of the year, provides this calendar to all Town Departments. Hours worked/Fees earned are recorded on a timesheet (see Forms #1 – 6) provided by the Payroll Administrator. (amended 6/21/10)

Each employee shall be offered the option to enroll in Direct Deposit (see Form #7). Forms are available from the Payroll Administrator. (amended 6/21/10)

2. An employee may not begin work until the following forms and applicable documentation is provided to and accepted by the Payroll Administrator:
  - W-4; Employee's Withholding Allowance (see Form #8),
  - I-9; Employment Eligibility Verification (see Form #9),
  - NH Youth Employment Certificate (see Form #10) and Verification of Adequate Health of Child (see Form #10-a), if applicable,
  - Parental/Legal Guardian Written Permission for Youth Employment (see Form #11), if applicable,
  - NH Municipal Employee/ Volunteer Candidate Background Check (NH RSA 41:9-b), (see Form #12), if applicable.
  - New Hire Rate of Pay/Changes in Rate of Pay form (see Form #13)

All forms are available from the Town Administrator unless the Payroll Administrator is specified in this policy. (amended 6/21/10)

3. Timesheets: (amended 6/21/10)
  - Shall be completed using "ink" only. Pencil will not be accepted.
  - Shall be remitted in a timely manner and reflect supervisory approval via his/her signature. Failure to satisfy these actions will result in its rejection and no-pay status,
  - All personal errands shall be separate from work errands and noted as such when signing "in" and "out" on the timesheet,
  - Meal breaks away from the employee's scheduled task/job shall be noted on the timesheet; any employee working more than five (5) consecutive hours is permitted an unpaid, one-half hour eating/break period. If it is

feasible for the employee to eat during the performance of his/her work, this break may be paid, upon supervisor approval.

- 'Paid' breaks, those less than 20 minutes in length, are granted to employees who work a minimum of four (4) hours and are offered during every four (4) hours worked. However, if you leave the premises during your break period, the break shall be notated as 'personal time' in the 'notes' section of the timesheet.

Example:

- An employee who works an 8 hour day is entitled to two (2) paid breaks, less than 20 minutes in length, during the day, and,
- An employee who works a 6 hour day is entitled to one (1) paid break, less than 20 minutes in length, during the day.

Any break 20 minutes or more in length is not paid. Such breaks shall be recorded in the 'time in' and 'time out' sections of the timesheet.

- Pursuant to RSA 279:27, RSA 275:49, and Lab 803.03 (f) (2) any change made to an employee's timesheet must be legible and is required to be initialed by the employee.
4. Upon the request for payment of fees, supporting documentation shall include proof that the collection of fees is justified and that the activity has been fulfilled. Such documentation may include a detailed log or spreadsheet detailing the relevant fee activity; example: cataloging the monies received, the service(s) provided, the warrants recorded, abatements processed and the refunds dispersed. (amended 6/21/10) Each entry shall reflect, when applicable, a purpose, quantity of items (i.e. permits), hours worked and monetary amount. Any supporting documentation available (i.e. receipts, computer generated and manual reports) shall accompany this log/spreadsheet in order to objectively support the request for payment.
  5. Paychecks are distributed at 4:00 p.m. to employees or the appropriate Department Heads on the respective Thursday and dated for Friday. An employee may request a second party to pick up his/her paycheck by completing an "Authorization for Release of Paycheck to Second Party" form (see Form #14). These forms are available from the Town Administrator and the Payroll Administrator. Completed forms shall be remitted to the Payroll Administrator. (amended 6/21/10)

Any fees incurred for early check cashing shall be deducted from the employee's subsequent payroll. Alternatively, any 'stop payment' bank charge for a lost paycheck is paid by the Town. (amended 6/21/10)

6. Separation from Service: (amended 6/21/10)
  - An employee who quits, resigns or is suspended due to a labor dispute will be paid in full no later than the next scheduled pay cycle,

- An employee who is discharged shall be paid in full within seventy-two (72) hours of dismissal. The final paycheck may be picked up by the employee, mailed via certified mail upon written request, or relinquished to a second party. If the employee wishes the latter, the employee shall complete an "Authorization for Release of Paycheck to Second Party" form. This form is available from the Town Administrator and Payroll Administrator. Completed forms shall be remitted to the Payroll Administrator.
- The final paycheck will reflect earnings for hours worked and if applicable, up to two (2) weeks of unused PTO hours. Additionally, any benefit deductions due for the remainder of the month; example: 25% cost share of health and/or dental insurance, will be applied.