

City of St. Helens
RESOLUTION NO. 1952

A RESOLUTION TO AMEND THE CITY OF ST. HELENS
PERSONNEL POLICIES AND PROCEDURES HANDBOOK
(RESOLUTION NO. 1913) REGARDING PAYROLL POLICIES

WHEREAS, the City finds it necessary to update the personnel policy to reflect recommendations from the 2020/2021 audit final report concerning payroll processing; and

WHEREAS, the City will follow Oregon state law regarding providing itemized statements for payroll to employees that do not express interest in receiving electronic copies.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. Section 002 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows:

002. EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT

H. Payroll Policies

~~Employees are paid on the last business day of every month. Full-time employees have the option to receive up to 50% of their monthly paycheck via a draw on or the closest business day of the 15th of every month. The amount requested may be a percentage or a specific amount up to 50% of their base pay.~~ **Employees are paid semi-monthly on the 15th and last business day of the month. If the 15th or last day of the month lands on a Saturday or Sunday, payroll will be processed for the preceding business day. All deductions for items like insurance payments will be split 50/50 with the semi-monthly payroll process.**

~~New employees as of the date this policy is approved will be required to have their checks setup on a direct deposit to the bank of their choosing. No paychecks will be delivered to any person other than the employee named on the paycheck unless the employee provides written permission for someone else to receive the check. Employees with direct deposit will have their itemized statement of wages for each pay period uploaded to an employee self-service portal that is available 24/7 for employees that need to physically print their paystubs, which means no physical paystubs will be printed for anyone who receives direct deposit.~~ **New employees as of the date this policy is approved will be required to have their checks setup on a direct deposit to the bank of their choosing. No paychecks will be delivered to any person other than the employee named on the paycheck unless the employee provides written permission for someone else to receive the check.**

APPROVED AND ADOPTED by the City Council on May 4, 2022 by the following vote:

Ayes: Morten, Topaz, Chilton, Birkle, Scholl

Nays: None



Rick Scholl, Mayor

ATTEST:



Kathy Payne, City Recorder