

Commissioner Griffin moved that the following Resolution be adopted:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF JEFFERSON
STATE OF COLORADO
RESOLUTION NO. CC13-172

RE: Finance and IT - Accounting - Policy Manual Part 4, Chapter 3,
Section 1 Regarding Payroll

WHEREAS, by Resolution CC07-383 the Board of County
Commissioners adopted Policy 4.3.1 regarding Payroll, and

WHEREAS, the Accounting Director has proposed to amend the policy
to delete language authorizing payroll contributions through the
Employee Giving Campaign and to US Savings Bonds as these
contributions are no longer deducted through payroll, and

WHEREAS, the Board of County Commissioners previously discussed
the proposed amendments at its briefing on April 23, 2013.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County
Commissioners of Jefferson County that the existing policy 4.3.1
regarding Payroll is hereby rescinded and replaced with the policy
attached hereto, effective April 30, 2013.

Commissioner Tighe seconded the adoption of the foregoing
Resolution. The roll having been called, the vote was as follows:

Commissioner Faye Griffin	Aye
Commissioner Casey Tighe	Aye
Commissioner Donald Rosier, Chairman	Aye

The Resolution was adopted by unanimous vote of the Board of County
Commissioners of the County of Jefferson, State of Colorado.

Dated: April 30, 2013

Title: Administrative Policy Payroll	Policy No. Part 4, Financial Administration Chapter 3, Accounting Section 1
	Effective Date April 30, 2013
Policy Custodian Director of Accounting	Adoption/Revision Date April 30, 2013

Adopting Resolution(s): CC13-172

References (Statutes/Resos/Policies): CC86-249, CC87-1018, CC88-97, CC91-24, CC07-383

Purpose: To provide for the payment of County officials and employees.

Policy: Payroll

A. Regular payroll

1. Employees and officials shall be paid twice monthly.
2. The pay periods for regular payroll shall be the first day of each month through and including the fifteenth day of each month, and the sixteenth day of each month through and including the last day of each month.
3. The pay dates shall be the fifth and twentieth of each month unless those days fall on a Saturday, Sunday, or holiday, then the pay date will be the preceding business day.
4. The Accounting Director and the Finance and Information Technology Department Director shall review and sign the semi-monthly payroll register.
5. The Board of County Commissioners shall approve the payroll at the first regularly scheduled public hearing following its completion and review.

B. Interim Payrolls: When necessary, interim payrolls shall be included with the regular payroll for review and approval by the Board of County Commissioners.

C. Changes in Pay: Changes in an employee or official's pay status, and bonuses, shall only occur when the payroll office receives a properly approved Personnel Action Form.

- D. Settlement Agreements: Settlement agreements with employees or officials may substitute for Personnel Action Forms when they are properly executed contracts which have been reviewed by the County Attorney's Office and signed by the County Administrator, an elected official, or their designee.
- E. Direct Deposit: The use of direct deposit for payroll shall be highly encouraged by all departments and offices of the County.
- F. Payroll Deductions: To prevent increased administrative burden, payroll deductions from the compensation of any employee shall be limited to the following:
1. Deductions required by federal or state law;
 2. Deductions required by judicial orders, liens and garnishments;
 3. Deductions for employee benefits, retirement contributions; or deferred compensation as established by the Board of County Commissioners from time to time, and
 4. Those deductions previously allowed at the time of adoption of this policy, including only:
 - a. Fraternal Order of Police,
 - b. Jefferson County Employees Credit Union, and
 - c. Vehicle mileage for Elected Officials.