

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Payroll Procedures	Number: 4.6
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : December 2, 1991	Revision Date: February 6, 1995 October 2, 2006 June 3, 2013

Rationale

This policy establishes payroll accounting and procedures, to ensure all employees are accurately rewarded for their service in a timely manner, and to ensure that proper accounting procedures of the town are followed.

Policy Statement

- 1) Paydays are bi-weekly as established by union contract, with paycheques direct-deposited into the employee's bank account.
- 2) All department heads shall submit time sheets to the Director of Finance not later than 9:00 am of the business day following the completion of the current pay period.
- 3) Time sheets shall contain payroll information for all employees in the department, including the department head and shall report the hours allotted each day to
 - a) sick time
 - b) vacation time taken
 - c) overtime
 - d) time off in lieu of overtime worked and
 - e) paid holidays.
- 4) Where salaried employees time is subject to varying account allocation, involves capital work, or is subject to billings for cost recovery, the time worked on different activities shall also be provided.
- 5) All time worked by hourly-paid or term employees each day shall be recorded, broken down by activity as required by accounting practice. If time worked in any day is not continuous this shall be shown separate from regular work day hours.
- 6) Additional information may from time to time be required by the managing commission, committee or Council, or administrative office. Other accounting reports shall be supplied in a timely manner on request when required by the administrative office for accounting and reporting purposes.

Previous Policies

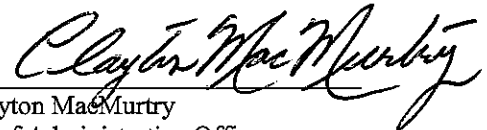
The previous policy 9/8 "Payroll Policy" amended by Council on February 6, 1995 is hereby amended.

The previous policy 9/10 "Policy Re - Time Sheets and Other Administrative Reports" passed by Council on December 2, 1991 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 3rd day of June, 2013.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 4th day of June, 2013.



Clayton MacMurtry
Chief Administrative Officer