

**RESOLUTION NO. 4126**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
AMENDING PERSONNEL POLICY NO. 210, SUB-SECTION III-D  
PERTAINING TO CITY PAYDAY AND AUTHORIZING THE  
IMPLEMENTATION OF BIWEEKLY PAYROLL**

**WHEREAS**, Sub-Section III-D of Personnel Policy No. 210 establishes that City employees are to be paid semi-monthly on the 15<sup>th</sup> and on the 30<sup>th</sup> of every month; and

**WHEREAS**, in an effort to streamline the payroll processing, City Staff is proposing to change from a semi-monthly payroll to a biweekly payroll, effective with the pay period beginning December 29, 2007 and ending January 11, 2008 (pay date of January 18, 2008 and biweekly thereafter); and

**WHEREAS**, representatives from affected employee organizations have been contacted and do not have any objections to the proposed change in pay dates.

**WHEREAS**, "Exhibit A" depicts the proposed revision to Personnel Policy No. 210, Sub-Section III-D.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of the City of Soledad that Personnel Policy No. 210, Sub-Section III-D, in the form of the document hereunto attached, marked "Exhibit A," and by reference made a part hereof, is hereby approved.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 5th day of December 2007, by the following vote:

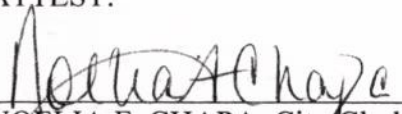
**AYES**, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

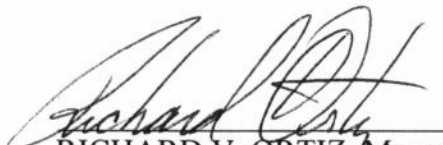
NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None

ATTEST:

  
NOELIA F. CHAPA, City Clerk

  
RICHARD V. ORTIZ, Mayor

## HOURS OF WORK AND PAYDAY

### I. PURPOSE

To establish the hours of employment in the City's basic workday/work week and to establish pay periods and payday to administer the payment of wages, salaries and overtime.

### II. SCOPE

This policy applies to all employees of the City. However, it is understood that the City's FLSA exempt employees may be required to work beyond the hours established for the 9/80 or 4/10 schedules.

### III. POLICY

- A. Hours of Work. The City follows a normal work schedule of forty hours per week. Generally, the shifts start at 8:00 a.m. and end at 6:00 p.m. and/or starts at 7:00 a.m. and ends at 6:00 p.m. for most employees but may vary. Workweeks may differ for Sworn Police Officers and other employees of the Police Department. (See Policy No. 213, Work Schedules)
- B. Alternate Hours of Work. The City Manager or Department Manager may at his/her discretion authorize or direct alternate work hours or work weeks for job classifications. An alternate workweek would differ from the hours of work
- C. Lunch and Rest Periods. All employees will receive a one (1) hour lunch period, which should be normally scheduled during the hours of 11:00 to 1:00 p.m. but may vary depending on the work schedule. Lunch times will be scheduled and approved by each appropriate supervisor and at no time should any department be without coverage of at least one employee during a lunch hour.

All employees are entitled to two (2) fifteen-minute breaks as approved by the supervisor. The first break is allowed prior to 1:00 p.m. and the second break is allowed prior to 6:00 p.m. Accumulation of breaks is not allowed. If breaks are not used they will be lost.

- D. Payday. The payroll week for a 9/80 schedule will commence after four hours into the eight hour day. Alternate work periods may require a change in workweek payroll hours. All employees are paid semi-monthly on the 15th and on the 30th of every month. All employees should submit signed time cards to their supervisor which will in turn be submitted to the Finance Department two days prior to pay day (document any leaves to be used for the remaining days of the work week) to ensure timely release of checks. If the 15th or the 30th falls on a weekend employees will be paid on the workday prior to the weekend, as may be appropriate. **Effective with the pay period beginning December 29, 2007 and ending January 11, 2008 (Pay Date of January 18, 2008), all employees are paid on a biweekly basis. All employees should submit signed time cards to their supervisor for approval. The supervisor will then submit the time cards to the Finance Department on Monday**

**following the close of the pay period. If the biweekly pay date falls on a holiday, employees will be paid on the workday prior to the holiday.**

- E. Direct Deposit. The City will directly deposit employee's payroll checks electronically to each individual's banking institution. Effective July 1, 1999, all employees will be required to participate in the City's direct deposit program. Effective immediately all new employees will be required to participate in the direct deposit program.