

RESOLUTION 2020-018

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING DISTRICT POLICY 401 – PAYROLL AND TIMEKEEPING

The undersigned, being all of the Fire Commissioners of the Board of Fire Commissioners of the Immokalee Fire Control District, a governmental entity, by this instrument at a meeting of the Board of Fire Commissioners, hereby consent to the following resolutions:

**WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt District Policy 401 – Payroll and Timekeeping as attached hereto as Attachment 1;

**NOW THEREFORE**, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that District Policy 401 – Payroll and Timekeeping as attached hereto as Attachment 1 is hereby adopted.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was offered by Commissioner Brister who moved for its adoption. The motion was seconded by Commissioner Keen, and the Vote was as follows:

Commissioner Patricia Anne Goodnight  
Commissioner Joseph Brister  
Commissioner Edward Olesky  
Commissioner Bonnie Keen  
Commissioner Robert Halman

Pavg  
Absent  
Bk  
RHP

Duly passed and adopted on this 19<sup>th</sup> day of November, 2020.

Board of Commissioners of the Immokalee Fire Control District

By: Patricia Anne Goodnight  
Patricia Anne Goodnight, Chair

**ATTACHMENT 1**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>401 PAYROLL AND TIMEKEEPING</b>
Board Adoption Date	10/15/20
Resolution #	2020-018
Effective Date	10/15/2020
Revision Date	

**POLICY:** It is the policy of the District to establish, and from time to time revise, a system by which the hours of work and overtime are recorded and compensation is paid to District employees. ***THIS DISTRICT POLICY REPLACES SECTIONS 401 THROUGH 408 OF THE DISTRICT POLICY MANUAL ADOPTED PRIOR TO OCTOBER 15, 2020. THOSE SECTIONS ADOPTED PRIOR TO OCTOBER 15, 2020 ARE NULL AND VOID***

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**1. TIMEKEEPING**

All employees are required to record time worked in the District's staffing software system in accordance with District Standard Operating Procedure 100.01

**2. PAYDAY AND PAYROLL PROCESSING**

**A. PAY PERIOD AND PAY PAYDAY**

Employees shall be paid semi-monthly on the 15<sup>th</sup> and last day of each month. Paychecks reflect regular time earnings for the pay period – that is, the pay period of the 1<sup>st</sup> through the 15<sup>th</sup> of each month paid on the 15<sup>th</sup> reflects regular time earnings for that same period;

For non-bargaining unit employees, a work week is identified as Sunday through Saturday. Bargaining unit employees' hours of work and work periods are dictated by the Collective Bargaining Agreement.

**B. PAYROLL PROCESSING**

Payroll will be processed pursuant to District Standard Operating Procedure 100.01

Payroll deductions may be authorized by employees for voluntary insurance premiums (such as AFLAC), union dues, voluntary deferred compensation programs

# *IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY*

Chief. All employee authorizations for deductions shall be provided to the District's Chief Financial Officer or designee no later than two weeks prior to the deduction initiation date.

All payroll will be paid via direct deposit to the employee's financial institution per employee direct deposit form. Employee's net pay may be deposited into no more than two separate employee accounts.

### **3. PAY ADVANCES**

In the event of a personal emergency, employees may submit a written request to the Fire Chief for a pay advance from their available vacation time. Such request will be approved at the discretion of the Fire Chief.

### **4. INCENTIVE PROGRAM**

Incentive pay programs for bargaining unit employees shall be paid in accordance with the Collective Bargaining Agreement.

The Board may establish incentive pay for non-bargaining unit employees at its discretion.