

## MEMORANDUM

TO: Members of the Personnel Committee of City Council  
(Councilmen Joyce, Lynch, Wilcox, and Rockhold)

FROM: Councilman Mike Reynolds, Chairman

DATE: May 13, 2009

SUBJECT: Committee meeting **Monday, May 18, 2009, 2:30 PM**,  
small conference room, second floor, Municipal Building

## AGENDA

- I. CALL TO ORDER - Councilman Mike Reynolds, Chairman
- II. ROLL CALL - Noted by the Clerk.
- III. MINUTES - meeting held April 6, 2009
- IV. NEW BUSINESS
  1. Ordinance amending personnel policy and procedure manual, Section IV, subsection D, titled "Payroll Procedures", concerning time entry.
  2. Ordinance amending the personnel policy and procedure manual, Section XI, Subsection C and D, concerning overtime and holiday pay for part time and seasonal employees.
- V. ADJOURNMENT

**AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
POLICY AND PROCEDURE MANUAL**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**

**PARKERSBURG that Section IV, Subsection D, titled ‘Payroll Procedures’ of the City of Parkersburg Personnel Policy and Procedure Manual be amended and re-enacted as follows:**

**SECTION IV  
EMPLOYMENT POLICIES AND PROCEDURES**

**D. PAYROLL PROCEDURES**

City employees are paid every two weeks. Employees must complete individual payroll timesheets and submit to division/department timekeepers every two weeks. The timekeepers prepare the necessary payroll forms to be submitted to the department head for approval, to the Personnel Department for review and then to the Finance Department for processing. Checks are prepared by that office and distributed by a representative of the department or division.

The city is required by law to make deductions from paychecks for federal and state income taxes, social security, Medicare and West Virginia Consolidated Public Retirement Board (Public Employees Retirement System) or the Firemen's or Policemen's Pension and Relief Funds. Voluntary deductions for U.S. Savings Bonds, voluntary insurance programs, and credit union deductions may be authorized upon proper documentation to the Finance Department.

**Revision May 2009**

**D. PAYROLL PROCEDURES**

City employees are paid every two weeks. Employees **with time entry capability will enter their time via the time entry system and submit to division/department directors for approval every two weeks. Employees without time entry capability will submit their timesheets to their division/department timekeepers who will then enter those hours into the system. The Personnel Department will review the time and approve for Finance Department processing.** Checks are prepared by that office and distributed by a representative of the department or division.

The city is required by law to make deductions from paychecks for federal and state income taxes, social security, Medicare and West Virginia Consolidated Public Retirement Board (Public Employees Retirement System) or the Firemen's or Policemen's Pension and Relief Funds. Voluntary deductions for U.S. Savings Bonds, voluntary insurance programs, and credit union deductions may be authorized upon proper documentation to the Finance Department.

**AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
POLICY AND PROCEDURE MANUAL**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**

**PARKERSBURG that Section XI, Subsection C and D, titled ‘Overtime and Holidays and Holiday Pay’ of the City of Parkersburg Personnel Policy and Procedure Manual be amended and re-enacted as follows:**

**SECTION XI  
TEMPORARY/PART-TIME AND SEASONAL EMPLOYEES**

**C. Overtime for temporary employees should only be necessary under very unusual circumstances. Overtime requests must be approved by the Department Director.**

**D. HOLIDAYS AND HOLIDAY PAY**

**Temporary employees shall receive their regular rate of pay for official city holidays, if they worked the day immediately before and the day immediately after the holiday. If temporary employees are required to work on a holiday, they are paid at their regular straight-time rate of pay.**

**Revision May 2009**

**SECTION XI  
TEMPORARY/PART-TIME AND SEASONAL EMPLOYEES**

**C. OVERTIME**

**Overtime for temporary, **part-time and seasonal** employees should only be necessary under very unusual circumstances. Overtime requests must be approved by the Department Director.**

**D. HOLIDAYS AND HOLIDAY PAY**

**Temporary employees (**not to include part-time and seasonal employees**) shall receive their regular rate of pay for official city holidays, if they worked their **regularly scheduled** day before and after the holiday. If temporary, **part time and seasonal** employees are required to work on a holiday, they are paid at **one and a half times** their regular straight-time rate of pay.**