

A BILL FOR AN ORDINANCE AMENDING THE)
PERSONNEL ORDINANCE NO. 1404.)

ORDINANCE BILL NO. 40
for 1975
ORDINANCE NO. 1580

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

Section 1. Section II-(c) or Ordinance No. 1404 (compiled as 1-16c) is amended to read as follows:

(c) Regular pay day falls on the fifth (5th), and draw day on the twentieth (20th) of each month. When payday falls on a Saturday, Sunday, or a holiday, employees will be paid on the finance officer's last working day prior.

(1) No later than 12:00 noon on the 25th of each month, or on the finance officer's next regularly scheduled work day following (where the 25th falls on a Saturday, Sunday or holiday), each department head shall submit to the finance office a monthly time sheet(s) covering each employee of the department.

(2) Such time sheet(s) shall reflect the actual and anticipated regular monthly earnings for that calendar month, in addition to the sick leave accrual, overtime, standby and unscheduled shift differential earnings for the period beginning on the 25th of the previous month and ending on the 24th of the current calendar month.

(3) All changes in pending draw checks shall be requested in writing by the respective employees on proper forms furnished by the finance office. All changes in pending draw checks shall be submitted to the finance office by department heads along with departmental payroll time sheets. The finance office will not be obligated to honor any changes in pending draw checks which are not submitted along with departmental time sheets filed for the preceding payroll period.

(4) The finance office will take reasonable steps to ensure that pay checks and draw checks are ready on a timely basis for distribution by the department head near or before the 5:00 p.m. close of the scheduled pay or draw day date.

Passed by the Council and approved by the Mayor this ²⁵~~13~~ day of November, 1975.

M. Scroggie Gousses
Mayor

ATTEST:

Ralph E. Gousses
City Recorder