



CITY COUNCIL

AGENDA BILL # AB22-0063

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION			
SUBJECT: AMC 3.18, Pay Periods	Agenda Date: January 23rd, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Clerk		x
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline:	Planning Commission		
	Civil Service Committee		
Staff Contact: Jessica Griess, City Clerk; James Schrimpsheer, Acting City Administrator			
Attachments: AMC 3.18			
<p>SUMMARY STATEMENT:</p> <p>In previous years, the City has paid hourly employees in a salary capacity making every paycheck the same base pay. This is not a common practice and as of the new year, we are now paying hourly employees by the hours they actually worked during that pay cycle. With our pay periods being the 1st – 15th and the 16th – end of the month as indicated in AMC 3.18, there is a fluctuation in hours causing a range in pay from pay check to pay check for the hourly employees. To help ease the varied paychecks on staff, Admin. would like the Council to consider changing City code to allow for a bi-weekly pay period. A bi-weekly pay period would mean a consistent 80 working hours every pay cycle and employees would be paid every other Friday.</p> <p>An added accounting benefit to changing to a bi-weekly pay period, would be the change to the officers 28 day cycle. Every 28 days the officers are paid overtime for any time over 160 hours. The 28 days never lines well with payroll dates and has caused a lot of confusion that has led to mistakes in the officers pay. With the bi-weekly pay cycle, we would be able to change the 28 day-160 hour cycle to a 14 day-80 hour cycle that aligns with the pay cycle allowing for any time over 80 hours to be paid out every payroll.</p>			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION:			
RECORD OF COUNCIL ACTION			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	

Chapter 3.18

PAYROLL

Sections:

- 3.18.010** **Signing of checks.**
- 3.18.020** **Pay period – Salaried employees.**
- 3.18.030** **Pay period – Hourly employees.**
- 3.18.040** **Audit.**
- 3.18.050** **Voucher inspection.**

3.18.010 Signing of checks.

The city clerk/treasurer shall issue a check, countersigned by the mayor or his designee, to cover payroll costs accrued and paid on or after the fifteenth and thirty-first of each month, but in no event later than the fifth and twentieth. (Ord. 767 § 1, 1994; Ord. 490 § 1, 1983).

3.18.020 Pay period – Salaried employees.

Salaried employees' pay periods will run for a calendar month, with employees allowed a draw in the middle of the month if they so choose. (Ord. 490 § 2, 1983).

3.18.030 Pay period – Hourly employees.

Hourly employee pay periods will run from the first through the fifteenth of the month, and from the sixteenth through the last day of the month. (Ord. 490 § 3, 1983).

3.18.040 Audit.

The payroll shall be audited by the city council at the first council meeting after each pay period. (Ord. 767 § 2, 1994; Ord. 490 § 4, 1983).

3.18.050 Voucher inspection.

Payroll vouchers and checks shall be available to the city council for review and approval immediately after preparation. This will in no way delay the distribution of the checks on the dates provided for in this chapter. (Ord. 767 § 3, 1994; Ord. 490 § 5, 1983).

The Algona Municipal Code is current through Ordinance 1214-22, passed November 28, 2022.

Disclaimer: The city clerk's office has the official version of the Algona Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.algonawa.gov](http://www.algonawa.gov)

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