

# PROPOSED CHANGE: ADMINISTRATIVE POLICY #17

## Reason for proposed Administrative Policy

The current language is outdated, and does not match Accounts Payable practice, or the Collective Bargaining Agreement as regard payroll dates.

## Current language

Problem areas are highlighted

Accounts payable checks are processed on the **first of the month and the Friday following the council meeting**. All City checks require two signatures, and the documentation for each check will be attached to the check for review. Payroll checks are separate from accounts payable checks and **are paid on the 15th and the last day of the month**. Payroll liabilities **and meter postage are paid by automatic withdrawal** from the City checking account.

**First issue:** Accounts Payable is currently processing payments on a weekly basis whenever possible, in order to (1) pay in a timely manner, and (2) provide real-time data to Public Works and other departments whenever possible, rather than making people wait for several weeks for updated information.

**Second issue:** This language does not match the most recent Collective Bargaining Agreement (CBA) with AFSCME. Per the CBA, payroll checks are issued (printed or uploaded to employee bank accounts via the ACH system) on the following schedule:

Payroll period ending the 15<sup>th</sup> of each month: pay date is the 22<sup>th</sup> of the month

Payroll period ending the last day of each month: pay date is the 7<sup>th</sup> of the following month

When the payroll date falls on a weekend or holiday, paychecks will be issued on the business day before the usual date.

**Third issue:** Automatic payments are made on additional accounts now, so language is revised to reflect how we do things currently, which is to have the City Manager authorize automatic deductions for specified companies.

## Proposed language

Accounts payable checks are processed ~~on the first of the month and the Friday following the council meeting~~ at least once a month, or more frequently as determined by Accounts Payable. All City checks require two signatures, and the documentation for each check will be attached to the check for review. Payroll checks are separate from accounts payable checks ~~and are paid on the 15th and the last day of the month~~ and are paid on the schedule specified in the current Collective Bargaining Agreement between the City of Yachats and AFSCME (American Federation of State, County and Municipal Employees). Payroll liabilities and ~~meter postage~~ other bills as authorized by the City Manager are paid by automatic withdrawal from the City checking account.

These changes will result in a paragraph which reads:

**Accounts payable checks are processed at least once a month, or more frequently as determined by Accounts Payable. All City checks require two signatures, and the documentation for each check will be attached to the check for review. Payroll checks are separate from accounts payable checks and are paid on the schedule specified in the current Collective Bargaining Agreement between the City of Yachats and AFSCME (American Federation of State, County and Municipal Employees). Payroll liabilities and other bills as authorized by the City Manager are paid by automatic withdrawal from the City checking account.**