

RESOLUTION NO. 011425-2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY, TEXAS, REVISING THE PAY PROCEDURES OF THE CITY OF LINDSAY PERSONNEL POLICY MANUAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lindsay is responsible for approval of personnel policies applicable to City employees; and

WHEREAS, the City Council previously adopted the City of Lindsay Personnel Policy Manual (the "Personnel Policy") that addressed pay procedures; and

WHEREAS, the City Council now wishes to amend the Personnel Policy relating to pay procedures, specifically, paydays.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINDSAY, TEXAS, THAT:

SECTION 1.

The City Council hereby amends the Pay Procedures of the Personnel Policy to read as provided in **Exhibit A**, attached hereto and incorporated for all purposes.

SECTION 2.

The Resolution becomes effective immediately upon its passage.

PASSED AND APPROVED THIS THE 14th DAY OF JANUARY, 2025.



Mayor

ATTEST:



City Secretary



EXHIBIT A

PAY PROCEDURES

PAYDAYS

1. Employees will be paid on Friday, following the end of the pay period, unless a separate pay schedule is established by the City for that employee's position.

NO PAY ADVANCES

2. It is the policy of the City to decline all requests for early paychecks or pay advances.

DEDUCTIONS

3. Deductions required by law, such as Federal Income Tax Withholding, Social Security Contributions, and child support payments (when so ordered by a court of competent jurisdiction) and other deductions, such as health insurance premiums and retirement contributions, will be deducted from the employee's paycheck. Other City-approved deductions authorized by the employee in writing may be deducted from the employee's paycheck. The City will not recognize any wage assignment by an employee. It is against City policy for any employee to assign their wages to another person or entity.

CORRECTNESS OF PAYCHECK

4. The employee's paycheck is payment from the City to the employee for services rendered, less any applicable deductions. When the employee receives his/her payroll check, the employee should make sure that the hours, pay rate and deductions are correct. If anything on the paycheck is incorrect, the matter should immediately be brought to the attention of the employee's immediate supervisor or the City official in charge of payroll. If the problem is presented to the employee's supervisor, the supervisor should immediately report the problem or discrepancy to the City officer or employee in charge of payroll for resolution. Failure of the employee to bring such incorrect information or mistakes on his/her paycheck to the attention of the City in the manner set forth above will be treated as an indication by the employee that all information on his/her paycheck is correct.