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|  | <b>HARRISONBURG POLICE DEPARTMENT</b><br>General Orders                   | <b>Policy Number:</b><br>809         |
|   | <b>Chapter:</b> Personnel   | <b>Total Pages:</b> 2                |
|   | <b>Section:</b> Payroll Records   | <b>Issue Date:</b> 07/02/2021        |
|   | <b>Issued By:</b> Kelley Warner, Chief of Police                          | <b>Effective Date:</b><br>07/02/2021 |
|   | <b>Replaces:</b> All General Orders Previously Issued Relative to Subject |                                      |
| <b>VALEAC Standards:</b>  |   |                                      |

## A. POLICY AND PURPOSE

This policy provides the guidelines for completing and submitting payroll records of department employees who are eligible for the payment of wages.

## B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## C. RESPONSIBILITIES

Employees are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their command.

## D. TIME REQUIREMENTS

Employees who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to the payroll clerk as established by the City payroll procedures.

## E. RECORDS

The Chief of Police shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).