



3-25 PAYROLL

Compensation Philosophy

It is Sycamore Park District's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. Compensation may vary with individual performance and district financial conditions and in compliance with all applicable statutory requirements.

Sycamore Park District applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly. If an error has been made it will be corrected the next payroll cycle.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one, and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty-(40) hour workweek.

All overtime must be approved in advance by your supervisor.

Work Performed on District Holidays

Full-time "non-exempt" employees, those employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act, who work on a district holiday are considered to have worked overtime on that day and will be paid overtime for hours worked, regardless of the number of hours worked during that same work week.

**Wage Garnishments**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

Sycamore Park District acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. In addition, it may be possible for you to authorize Sycamore Park District to make additional deductions from your paycheck, such as for Christmas Clubs, credit union loan payments, or payroll savings plans. This benefit is available to all employees. Contact the Administrative Office for details and the necessary authorization forms.

Approved On:

Revised On: October 2016

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