

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

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1110.075

Paycheck Distribution

Implemented: 08-01-04

Revised:

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PURPOSE

Career personnel shall be issued a paycheck from Escambia County bi-weekly. Personnel may choose several different methods to receive their paycheck.

OBJECTIVE

To provide personnel with a policy outlining the methods by which they may receive their bi-weekly paycheck.

SCOPE

Career Personnel

PAYCHECK DISTRIBUTION

Career personnel will be issued a paycheck from Escambia County on a bi-weekly basis. Administration will pick-up paychecks from the Clerk's Office on Thursday afternoon. Personnel should make plans to receive their paycheck in one of the following three methods:

1. Personnel may elect to have their paychecks mailed to them on Friday morning through the U.S. Mail.
2. Personnel may contact headquarters and have their paycheck held for pick-up. Personnel must make this request by 1200 hrs. on Thursday for each paycheck. Paychecks will be held until the employee retrieves them; however, personnel that wish for someone else to pick-up their paycheck must have a letter on file at headquarters listing such authorized person(s). Battalion Chiefs will not be responsible for delivering paychecks to fire stations.
3. Personnel may elect to take advantage of paycheck direct deposit. This is the most convenient method for personnel to receive their bi-weekly pay. To take advantage of this method, personnel must request the proper forms from administration. Personnel will receive their pay stubs through the U.S. Mail.