

RECEIVED

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

OCT 14 2010

LANCASTER COUNTY
CLERK

IN THE MATTER OF CREATING A)
POLICY MANDATING THAT COUNTY)
EMPLOYEES ACCEPT PAYMENT OF)
WAGES BY ELECTRONIC FUNDS)
TRANSFER OR A SIMILAR MEANS)
OF DIRECT DEPOSIT)

RESOLUTION NO.

R-10-0090

WITHDRAWN

Date 7/5/11

WHEREAS, the Board of County Commissioners of Lancaster County, Nebraska,

hereinafter "County Board" desires to mandate that Lancaster County employees accept payment of wages by electronic funds transfer or a similar means of direct deposit; and

WHEREAS, the County Board finds and determines that utilization of electronic payment of wages will minimize the number of paper checks issued by the County, thereby obtaining efficiencies for the County and providing employees with a reliable and efficient manner of receiving their pay; and

NOW, THEREFORE, BE IT RESOLVED, by the Lancaster County Board of Commissioners that all Lancaster County employees will be required to accept payment of wages by electronic funds transfer or a similar means of direct deposit.

BE IT FURTHER RESOLVED that unless otherwise stated herein, the policy described in this Resolution applies to all Lancaster County employees.

BE IT FURTHER RESOLVED that this policy shall be effective January 1, 2011.

BE IT FURTHER RESOLVED by the County Board of Lancaster County, Nebraska that it hereby adopts the following policy.

I. Purpose

The Lancaster County Board of Commissioners has found and determined that utilization of electronic payment of wages will minimize the number of paper checks issued by the County,

thereby obtaining efficiencies for the County and providing employees with a reliable and efficient manner of receiving their pay.

II. **Applicability**

This policy is applicable to all Lancaster County employees.

III. **Policy**

A. The policy allows each Lancaster County employee to select an eligible financial institution of his or her choice to accommodate the receipt of Direct deposit payments.

B. *Condition of Employment*

1. As a condition of employment, all newly hired or rehired employees on or after January 1, 2011 are required to enroll in direct deposit within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the tenure of employment. Newly hired or rehired employees will be required to sign the "Direct Deposit Authorization Agreement," indicating their understanding and compliance with the direct deposit policy. Any such employee who does not complete the appropriate direct deposit information within thirty (30) days of hire or rehire and who is not granted an exemption, provided for herein, may be subject to disciplinary action, up to and including termination.
2. Prior to enrolling in direct deposit, a newly hired or rehired employee will be paid by paper check.

C. *Current Employees*

All employees employed prior to January 1, 2011 receiving their pay by direct

deposit will continue to be enrolled in direct deposit. No action is required on their part. All employees employed prior to January 1, 2011 who are receiving their pay by paper check will be required to enroll in direct deposit by filling out the appropriate direct deposit information as contained on the "Direct Deposit Authorization Agreement," unless granted an exemption as provided for herein. The deadline for current employees to enroll in direct deposit or apply for an exemption is February 1, 2011. Any such employee who does not complete the appropriate direct deposit information by the above mentioned date or who is not granted an exemption provided for herein, may be subject to disciplinary action, up to and including termination. Once enrolled in direct deposit, employees are required to remain enrolled in direct deposit for the tenure of employment.

D. *Exemption Process*

1. An employee may be exempt from participating in direct deposit if he or she does not have an account at an eligible financial institution, and further provides evidence that he or she cannot obtain an account at an eligible financial institution.
2. The County Clerk and/or his designated official shall have authority to grant any exemption from the direct deposit requirement and personal exemptions may only be granted for inability to acquire an account at a financial institution or other specific situations that the County Clerk may deem to be an extreme hardship. An employee desiring to request an exemption from the direct deposit requirement may do so by completing a "Direct Deposit Personal Exemption Request Form."

E. *Paper Check Process*

1. All new employees, rehired employees, current employees now enrolling in direct deposit, and current employees changing their direct deposit financial institution will receive one regular paper check before direct deposit takes effect. At the time the paper check is issued, the County Clerk will send a pre-note to the employees financial institution, through the ACH system, verifying the account information provided by the employee on the Direct Deposit Authorization Agreement.
2. Employees that are granted an exemption from participating in direct deposit will receive a paper check. Effective February 1, 2011, all paper checks will be mailed by the County Clerk's Office on the employee's designated payday and will be dated the date of the employee's pay date. No post dated paper checks will be mailed prior to the designated payday. Any employee receiving his or her pay by paper check will be required to maintain a valid mailing address in the system. Mailing addresses can be updated through a Personnel Action Form, completed by the agency's payroll clerk and submitted to the Personnel Department. Employees will not be allowed to pick up their checks on payday.
3. The County Board may secure and offer exempt employees an alternative payment method, other than paper check, as such alternative payment methods become available.

DATED this ____ day of _____, 2010, at the County-City Building, Lincoln,

Lancaster County Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM
this ____ day of _____,
_____, 2010.

for GARY E. LACEY
County Attorney

