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OCT 06 2011

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

LANCASTER COUNTY
CLERK

IN THE MATTER OF ESTABLISHING A)
POLICY OF MAKING PAYMENTS OF)
SALARIES AND REIMBURSABLE)
EXPENSES TO COUNTY EMPLOYEES)
BY ELECTRONIC FUNDS TRANSFER)
OR A SIMILAR MEANS OF DIRECT)
DEPOSIT)

RESOLUTION NO. R-11-0077

WHEREAS, pursuant to Neb. Rev. Stat. §23-1114, the county board of each county may make payments that include, but are not limited to, salaries and reimbursable expenses to all elected officers of the county, all deputies in the offices of the elected officers and appointive veteran service officers, by electronic funds transfer or a similar means of direct deposit; and

WHEREAS, pursuant to Neb. Rev. Stat. §23-2545, the county board of each county in this state may authorize payments that include, but are not limited to, salary and reimbursable expenses to any employee by electronic funds transfer or a similar means of direct deposit; and

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

WHEREAS, the County Board desires to establish and implement a policy of making payments of salaries and reimbursable expenses to all County officers and employees by electronic funds transfer or a similar means of direct deposit; and

NOW, THEREFORE, BE IT RESOLVED, by the Lancaster County Board of Commissioners that payments of salaries and reimbursable expenses to all County officers and

employees shall be governed by the policy attached hereto as Exhibit A, incorporated herein by this reference, and hereby formally approved and adopted.

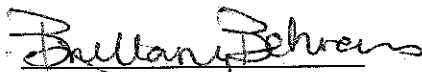
BE IT FURTHER RESOLVED that unless otherwise stated herein, the policy in Exhibit A applies to all Lancaster County employees.

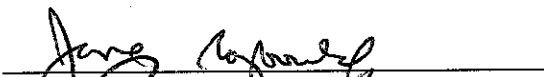
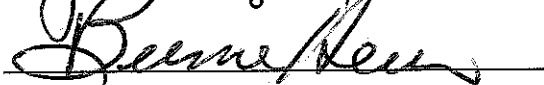


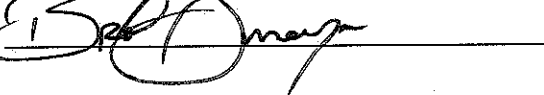
BE IT FURTHER RESOLVED that this policy shall be effective January 1, 2012.

DATED this 11 day of October, 2011, at the County-City Building, Lincoln, Lancaster County Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM
this 11 day of
October, 2011.


for JOE KELLY
County Attorney

LANCASTER COUNTY DIRECT DEPOSIT 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. *Newly Hired or Rehired Employees*

1. Beginning on or after January 1, 2012, all newly hired or rehired employees shall 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 shall 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 a direct deposit exemption, provided for herein, may be subject to disciplinary action.

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, 2012 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, 2012 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 a direct deposit exemption as provided for herein. The deadline for current employees to enroll in direct deposit or apply for a direct deposit exemption is February 1, 2012. Any such employee who does not complete the appropriate direct deposit information by the above mentioned date or who is not granted a direct deposit 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. *Direct Deposit Exemption Process*

1. An employee may request an exemption from participation as outlined in the direct deposit policy 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 direct deposit exemption, and personal direct deposit 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. Employees that request and are granted an exemption from participating in direct deposit will receive a paper check. Effective February 1, 2012, 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.
2. The County Board may secure and offer those employees granted an exemption from the direct deposit policy an alternative payment method, other than paper check, as such alternative payment methods become available.