

SECTION XV: PAYROLL ADMINISTRATION

1. PAY PERIODS. The FLSA requires that wages be calculated on a weekly basis for employees not working in “public safety” activities, unless an exception is granted by the Department of Labor.
2. PAY DAYS. Cottonwood Heights Parks & Recreation Service Area pay days are as follows.
 - A. Employees will be paid:
 - (1) Every two weeks accounting for 26 pay periods annually. Pay day is the Thursday following the end of the pay period after 4:00 p.m.
 - (2) If a holiday falls on a payday, checks will be issued on the last business day prior to that day.
 - (3) Should a fiscal year (January 1 – December 31) result in 27 pay periods, the Administration with the approval of the Board of Trustees will determine the pay date on which the additional pay period will be compensated.
3. MINIMUM WAGE/SALARY. The FLSA requires that Cottonwood Heights Parks and Recreation Service Area pay an employee at least the current minimum wage established by the Federal Government as a gross wage/salary, minus the legally required pay deductions.
4. PAY DEDUCTIONS. Cottonwood Heights Parks and Recreation Service Area is permitted to make deductions authorized by their employees. The following is a checklist of payroll deductions:
 - A. Itemized Deductions.
 - (1) Mandatory:
 - (a) Social Security/Medicare.
 - (b) Federal Tax.
 - (c) State Tax.
 - (d) Employee portion of selected Health/Dental/Life Insurance Premiums
 - (2) Optional:
 - (a) Utah Retirement Systems Contributory Plans

- (b) Garnishment.
- (c) Group Life Insurance, Accidental Death and Dismemberment Insurance.
- (d) AFLAC Insurance Plans
- (e) Flexible Spending Plan

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Mike Peterson, Director

BOARD OF TRUSTEES

By: _____

Debbie Tyler, Chairman