

9-21-76

9/23/76
P130
131

ADMINISTRATIVE ORDER NO. 76-4
OF THE
JEFFERSON COUNTY COMMISSION

PURSUANT to authority, The Jefferson County Commission hereby issues the following Administrative Order:

PURPOSE

To establish a County-wide policy and responsibility for proper issuance and distribution of bi-weekly payroll checks.

POLICY AND RESPONSIBILITY. In order to ensure that all County employees receive their payroll checks in a timely and efficient manner, it is the policy of the Commission to place responsibility on each Department Head - elected, appointed, classified, unclassified, or otherwise - for ensuring that payroll checks for employees in their respective departments are PROPERLY distributed. The Commission expects each Department Head to establish procedures to ensure that payroll checks are given only to the individual whose name appears as payee on the payroll check. Provided however, in cases where proper prior approval has been received from the employee, payroll checks may be delivered to an authorized agent of the payee.

Department Heads are responsible for putting every employee in their departments on notice to immediately notify the Comptroller of any lost or stolen check or where the employee fails to receive his payroll check. Timely notice is crucial in order that the Comptroller may issue a stop payment order on any such check. Upon receipt of such notice, the Comptroller or anyone in his department shall immediately communicate a telephone stop payment order to the drawee bank. The Comptroller shall be responsible for complying with the drawee bank's requirements for follow-up written stop payment orders.

SYSTEM IMPLEMENTATION. This policy is effective immediately. Following is a suggested guideline which Department Heads may use in implementing this policy.

- (a) All Department Heads should immediately take steps to ensure that payroll checks are delivered to appropriate supervisors for distribution to the employees under his supervision.
- (b) All Department Heads should immediately impress upon their supervisors that the supervisors are accountable for the proper distribution of payroll checks to employees under their supervision.
- (c) If an employee is unable to personally receive his payroll check on payday, he may authorize another to receive the check for him. Such authorization should be in writing on the form

attached hereto. Such authorization must be executed by the employee (in the presence of the supervisor, if possible) and delivered to the supervisor by the employee prior to the payday.

- (d) Before delivery of a payroll check to any employee or authorized agent not personally known to the supervisor, he shall require positive identification. Such identification may include driver's license, Social Security card, check cashing card, credit card, or military identification card. In the event that a supervisor is not satisfied with the identification presented to him, he shall not release the payroll check. Instead, he shall refer the matter to his supervisor and/or Department Head for resolution.
- (e) In the event that a payroll check(s) is not distributed for any reason, it shall be returned to the Department Head by the immediate supervisor by 5:00 P.M. of the respective payday. Any payroll check undistributed after ten (10) working days, shall be returned to the payroll clerk of the Comptroller's Office.
- (f) Any employee who fails to receive a payroll check for any reason, should immediately notify both his immediate supervisor and his Department Head. In the event of stolen, misplaced, or improperly distributed payroll checks, the Commission will cause an immediate investigation to assess responsibility and disciplinary action if necessary.

NOTICE. This administrative order should be immediately distributed and posted so as to be readily available to all County employees.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective immediately.



Tom Gloor, President
Jefferson County Commission

AUTHORIZATION
REQUEST

I, the undersigned employee of Jefferson County, Alabama, hereby request delivery to and hereby authorize and empower the following named individual, to receive for me, in my place and stand as my duly authorized agent, my payroll check from my employer Jefferson County, Alabama. In consideration hereof I hereby release, discharge and hold harmless Jefferson County, Alabama its agents and employees from any liability or responsibility whatsoever from any loss, claims or damages arising out of said delivery of my check in accordance herewith and with Administrative Order No. 76-4 of the Jefferson County Commission dated _____, the terms of which I know and understand.

Authorized Agent:

Printed Name

Term of Authorization

Signature of
Authorized Agent

In witness whereof I hereunto set my hand and seal
this day of 19 .

Payroll Signature