

Policy Number: 07-006

Lucas County Sheriff's Office

Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: PERSONNEL

PAYROLL/PERSONNEL RECORDS

I. POLICY

It is the policy of the Lucas County Sheriff's Office to maintain a regular, efficient, and legal payroll and accounting system. The Lucas County Sheriff's Office recognizes its responsibility to keep accurate and up-to-date payroll records to ensure the issuance of employee paychecks during each pay period. All payroll functions are carried out in accordance with the yearly Sheriff's budget and are based on updated timekeeping records. Payroll records will reflect the number of positions filled and classification of each position during each pay period. The Director of Personnel Services directly supervises these functions. Pay scales are determined by collective bargaining and contained in the Union Contract.

II. PROCEDURES

1. It is the responsibility of each department head to enter exceptions in the Visual Computer scheduling system (VCS) for employees in their section.
2. All exceptions are monitored by the Personnel Office. All department heads will manage and approve all overtime and time off requests.
3. All command staff will have their overtime and requests for time off approved by their immediate supervisor. In the event that a command officer reports directly to the Sheriff, the Sheriff designee will approve their overtime and requests for time off.
4. At the close of each pay period, the VCS file will import into the county Oracle system.
5. A prelist is populated through Oracle after the VCS file has transferred into Oracle. The Personnel Office will make all adjustments to the prelist as needed.
6. At the conclusion of the pay period, all adjustments and/or overtime are included on the Pre-List.
 - a. Payroll adjustments will include but are not limited to deductions for lateness, overtime, acting command, suspensions, etc.

- b. The records for accrued sick time and vacation are sent to the personnel office and the personnel office will transfer the accrued sick and vacation balances into VCS. Sick time is accrued at the rate of 4.6 hours per pay period. Vacation is accrued on the following basis according to number of weeks an employee is entitled to:
 - 2 weeks at 3.1 hours
 - 3 weeks at 4.6 hours
 - 4 weeks at 6.2 hours
 - 5 weeks at 7.7 hours
 - 6 weeks at 9.23 hours
7. The Payroll Pre-List is reviewed by the Sheriff or his/her designee, and certified by a signature.
8. The Payroll Pre-List is then submitted to the Lucas County Auditor's Office for direct deposit.
9. The Lucas County Auditor's Office will review the Payroll Pre-List and authorize the direct deposit of Lucas County Sheriff's Office payroll checks.