



LARAMIE COUNTY GOVERNMENT

TITLE Paydays	APPROVAL DATE 1/1/2008
SECTION Compensation	REVISION DATE 12/20/2008

Employees are paid every other Friday. Elected Officials and Chief Deputies are paid monthly.

On each payday, employees receive a statement showing gross pay, deductions and net pay.

Automatic deductions such as additional tax withholding and contributions to voluntary benefit plans may be arranged through the Human Resources Department.

For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account. Arrangements can be made through the Human Resources Department.

Improper Deductions

It is the purpose of this policy to emphasize the County's intention to comply fully with the Fair Labor Standards Act (FLSA) and all applicable state wage and hour provisions. Accordingly, classified exempt employees, who are exempt from overtime provision, will receive their full predetermined salaries for each workweek in which they perform any work. The County will not make any deductions from the predetermined salary due to variations in the quality or quantity of work performed, except in the following situations:

- Exempt employees will not be paid their salary for any workweek in which they perform no work.
- Deductions from salary may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
- Deductions from salary may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents), if the deduction made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness and disability. Deductions for such full-day absences also may be made for the employee has exhausted the leave allowance thereunder.
- To offset amounts employees receive in jury or witness fees, or for military pay.
- FMLA leave is generally unpaid unless accrued paid leave or benefits are otherwise available to the employee. Deductions of either partial day or full days may be made.
- Deductions from salary will be made of unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, as explained in our written policies applicable to all employees.
- Deductions from salary will be made for unpaid suspensions imposed in good faith for infractions of safety rules of major significance, such as those relating to the prevention of serious danger in the workplace or to other employees.
- In the initial or terminal week of employment, the County will pay a proportionate part of the employee's full salary for the time actually worked.



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The County prohibits and will not allow improper deductions from the pay of its salaried exempt employees. If a salaried exempt employee in good faith believes that his or her compensation had been improperly reduced, the employee should promptly report the matter to Human Resources.

If it is determined that the deduction was in error, the employee will be fully reimbursed, and there will be no retaliation of any kind for having utilized this complaint procedure.