

SECTION XIV: PAYROLL ADMINISTRATION

1. **PAY PERIODS.** The FLSA requires that wages be calculated on a periodic basis consisting of twenty eight (28) days for employees working in public safety activities, such as Police and Fire Department employees, and 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.** The FLSA does not state when employees shall be paid. Tremonton City's pay days are as follows:
 - A. Employees engaged in public safety activities, such as Police and full time paid Fire Departments shall be paid bi-weekly.
 - B. Employees not engaged in public safety activities shall be paid bi-weekly.
3. **MINIMUM WAGE.** The FLSA requires that Tremonton City pay an employee at least the minimum wage as a gross wage, minus the legally required pay deductions.
4. **PAY DEDUCTIONS.** Tremonton City is permitted to make deductions authorized by their employees and required by law. The following is a checklist of payroll deductions:
 - A. Itemized Deductions.
 - (1) Mandatory:
 - (a) Social Security.
 - (b) Federal Tax.
 - (c) State Tax.
 - (d) Court Ordered Garnishments.
 - (2) Optional:
 - (a) Credit Union Loan.
 - (b) Credit Union Savings.
 - (c) Employer.
 - (d) Group Life Insurance.
 - (e) Hospitalization.
 - (f) Major Medical Insurance.
 - (g) Pension Fund.
 - (h) Savings Plan.
 - (i) Stock Purchase Plan.
 - (j) Pre-legal.
 - (k) United Fund.
 - (l) United States Savings Bonds, Series E.
 - (m) Gym Membership.

Notes: