

6.02 CHECK PAY DELIVERY.

6.02.01 Paychecks will not be issued other than on the days set out above without the City Manager's approval.

6.02.02 The City offers and encourages ~~direct deposit to~~ all city employees. ~~to utilize direct deposit.~~ Paycards are offered for employees that do not have a bank account. Additionally, an employee may choose to have the direct deposit notification emailed, and employees can access their direct deposit notification on the employee self-service portal. ~~For those employees who do not select to use direct deposit, each department head, or someone authorized to do so in his or her absence, is responsible for picking up the paychecks for employees in that department from the finance department on paydays. Paychecks are distributed to individual employees by their department heads or by an individual delegated this responsibility within each department. Only the employee himself or herself, or someone with prior authorization from the employee, may receive the check in person.~~

6.02.04 Employees must bring any discrepancy(ies) in their paychecks (such as overpayment, underpayment, or incorrect payroll deductions) to their supervisor's ~~or the finance department's~~ attention immediately upon discovery. ~~before cashing the check or upon discover of deposit. If the paycheck must be cashed before the error can be corrected, the employee should save the check stub for an earnings statement. If an employee does not understand how to figure his or her pay or how to read his or her check, help should be sought from the department supervisor or the finance department.~~

6.03.01 The following deductions made from employees' pay-checks are either required by federal or state law or approved and authorized by the City Council.

Required federal/state deductions:

1. Federal Social Security and Medicare;
2. Federal income taxes;
3. Court ordered child support; and
4. Any other deductions required by law.

Deductions approved by City Council:

1. Texas Municipal Retirement System contributions (regular full-time employees and covered part-time employees contribute and the City also contributes to each covered employee's account);
2. The portion not paid by the City of group health/medical and life insurance premiums for employees or dependents;
3. Requested deductions by the employee for a deferred compensation program;
4. Any other deductions authorized by the City Manager, or established by policy.

7.06.02 Any compensatory time earned must be used within a reasonable period of time of the date the overtime was worked. As a general rule, no more than 60 hours of compensatory time (representing 40 overtime hours worked) will be allowed to accumulate for employees other than police and fire, and no more than 80 hours (representing approximately 53 hours worked) for police and no more than 96 hours representing 64 hours for fire employees without the expressed written consent of the City Manager; and any compensatory time accrued should be used or paid within 120 days of the date it was earned. Any accumulated but unused compensatory time in an

employee's account at the time of termination will be paid in the employee's final paycheck.

9.03.07 Payment for Unused Vacation Leave. Employees are encouraged to take an annual vacation for their own health and well-being. Regular full time employees have the option once a year to have purchased back by the Employer, forty (40) hours of vacation leave maximum each calendar year. Shift firefighters and regular part time employees may have purchased back vacation leave proportionate to their hours worked in a week's period. Vacation leave buy back is available only after the employee exceeds 120 hours of accrued vacation leave. Buy back leave is payable at the employee's current rate of pay. In order to avoid loss of vacation leave hours in accordance with Section 9.03.06, request for vacation leave buy back must be received by Payroll at least two (2) weeks prior to the employee's anniversary date (as indicated in Payroll for vacation leave accrual). Otherwise, requests for vacation leave buy back must be submitted to Payroll one (1) week prior to the requested Pay Date. Payment will be included in the employee's regular payroll check.

9.05.09 Payment for Unused Sick Leave. Employees may use sick leave when in line with the permitted uses as described in 9.05.01 of the Personnel Policy. Regular full time employees have the option once per calendar year to have purchased back by the employer forty (40) hours of sick leave maximum each year. Shift firefighters and regular part time employees may have purchased back sick leave proportionate to their hours worked. Sick leave buy back is available only after the employee exceeds 300 hours of accrued sick leave. Sick leave buy back is payable at the employee's current rate of pay. Requests for sick leave buy back must be submitted to Payroll one week prior to the requested pay date. Payment will be included in the employee's regular payroll check.

11.04.04 Supplemental Injury Pay from the City. For the first month, the employee receives the standard workers' compensation payment plus a supplemental payroll check from the City. The supplemental paycheck from the City will be in an amount that, when added to the workers' compensation payment, equals the employee's regular pay (that is, the employee's gross salary minus income tax, social security/Medicare and TMRS deductions).

11.04.05 During the second month, the employee receives the standard workers' compensation payment and may be entitled to a supplemental payroll check from the City. If the workers' compensation payment during this period is in an amount which is less than 90 percent of the employee's regular pay, the supplemental paycheck from the City will be in an amount that, when added to the workers' compensation payment, equals 90 percent of the employee's regular pay as defined above.

11.04.06 During the third month, the employee receives the standard workers' compensation payment and may be entitled to a supplemental paycheck from the City. If the workers' compensation payment during this period is in an amount which is less than 80 percent of the employee's regular pay, the supplemental paycheck from the City will be in an amount that, when added to the workers' compensation payment, equals 80 percent of the employee's regular pay as defined above.

11.04.07 During the fourth through the sixth months, the employee receives the standard workers' compensation payment and may be entitled to a supplemental paycheck from the City. If the workers' compensation payment during this period is in an amount which is less than 70 percent of the employee's regular pay, the supplemental paycheck from the City will be in an amount that, when added to the workers' compensation payment, equals 70 percent of the employee's regular

pay as defined above.

11.04.08 Beginning with the second month and continuing through the sixth month, the employee may begin, at his or her option, to use any accumulated vacation and sick leave time to provide additional compensation above the workers' compensation payment in amounts which, when added to the workers' compensation payments and the supplemental ~~paychecks~~ from the City, equal 100 percent of the employee's regular pay as defined above.

13.08.02 Payment for such leave balances will be included in the employee's final ~~paycheck~~ and will be calculated in the following manner:

1. The total work time and allowable vacation (see section on **Vacation Leave** to determine allowable vacation) and compensatory leave time for nonexempt employees will be calculated as a total number of hours for which compensation is due and paid at the employee's current regular hourly rate in effect at the time of termination.
2. For nonexempt employees any overtime hours worked during the employee's final pay period, which have not been compensated through any of the time-off methods described under the **Overtime Compensation** section in these policies, will be paid in the final ~~paycheck~~ at a rate of one and one-half times the employee's regular hourly rate for each overtime hour worked.
3. Compensatory time for nonexempt employees, which has been entered and carried on the employee's records at one and one-half times the number of hours worked, will be paid at the employee's regular straight-time hourly rate for the total number of hours on the employee's compensatory time record.

13.08.04 The employee will receive his or her final ~~paycheck~~ on the next regularly scheduled payday following his or her last day of employment. All federal, state, court ordered or authorized payroll deductions will be calculated.

6.09 LONGEVITY PAY. Employees hired prior to October 1, 2013 shall receive longevity pay in an amount based on each full month of employment until the employee is employed for a total of 60 months. Full time city employees hired after October 1, 2013 who have provided service in excess of 60 months receive longevity pay annually in a lump-sum payment which is disbursed early in December. The amount of longevity pay is calculated per month for each full month of employment as indicated in the chart below.

City employees who have worked a minimum of 60 months with the City shall receive Longevity Pay. The Longevity Pay is calculated per month for each full month of employment as indicated in the chart below.

0-60 months	\$4.00 per mo.
61-180 months	\$5.00 per mo.
181-240 months	\$6.00 per mo.
241-300 months	\$7.00 per mo.
301 months or more	\$8.00 per mo.

8.01.04 Pre 65 Retiree City Subsidy.

If the employee has served 20 years or more with the City of Boerne and continues coverage in the Pre 65 medical plan, the employee qualifies for a Pre 65 subsidy. as follows: Pre-65 subsidy chart is available in the Human Resources office. Subsidies are adjusted by the annual Cost of Living Adjustment, which is determined by the City Council during the budget process.

Yrs of Service with the City of Boerne	Subsidy
-20 - 25 years	\$253.00
+25 — 30 yrs.	\$299.00
+30 — 35 yrs.	\$379.50
+35 — 40 yrs.	\$402.50
+40 yrs.	\$431.25
Subsidy reviewed every two years — next review 2019	

8.01.05 Post 65 Retiree

The City of Boerne offers a subsidy for supplement Medicare coverage for retirees over the age of 65, provided the retiree has served the City in excess of 20 years or more. The retiree must show proof of insurance beyond Part A and Part B, or Part D of Medicare. Post 65 retirees will be subsidized based on the years of service. as follows: Post-65 subsidy chart is available in the Human Resources office. Subsidies are adjusted by the annual Cost of Living Adjustment, which is determined by the City Council during the budget process.

Yrs of Service with the City of Boerne	Subsidy
20 years	\$125.00
25 years	\$150.00
30 years	\$175.00
35 years	\$200.00
+ 40 yrs.	\$225.00
Subsidy reviewed every two years — next review 2019	