


Corporate Policy	 Hamilton	
Human Resources		
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Pay Method Administration Policy

POLICY STATEMENT	To establish a policy regarding pay methods and deductions, salary overpayment and under payment, garnishments and salary advances for City employees.
PURPOSE	The purpose of this policy is to inform City employees on pay procedures, deductions, salary overpayment and underpayment, garnishments and salary advances.
SCOPE	This policy applies to all permanent, temporary, or contract, full-time and part-time employees of the City of Hamilton who have successfully completed their probationary period.
DEFINITIONS	The following terms referenced in this Policy are defined as:
Payroll Deductions	Items deducted from your gross pay, as applicable, such as legislated deductions, OMERS pension plan contributions, legal order deductions, and any items authorized by the employee (such as fitness memberships, City parking, etc.).
PRINCIPLES	The following principles apply to this Policy: <ol style="list-style-type: none"> 1. <i>Employment Standards Act.</i> 2. <i>OMERS Legislation.</i>
TERMS & CONDITIONS	<p>The following terms and conditions apply to this Policy:</p> <p>Pay Method All employees of the City are paid on alternate Fridays through direct deposit into the employee's bank account.</p> <p>Each pay date, each employee can access detailed employee earnings and deductions online.</p> <p>Deductions The City of Hamilton makes the following deductions from an employee's salary:</p> <ul style="list-style-type: none"> • Appropriate legislated deductions • OMERS pension plan contributions • Any deduction required by legal order • Any deduction authorized by the employee <p>Salary Overpayment or Underpayment When an employee knows that he or she has received a salary overpayment or underpayment, he or she is responsible to report the discrepancy immediately to the HR Records Section.</p> <p>Human Resources in co-operation with the Payroll Section of the Finance and Corporate Services Department, verifies and calculates the appropriate overpayment or underpayment.</p>

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	<p>Employees receive the underpaid funds in the next earliest possible pay period. For overpayments, Finance and Corporate Services, in combination with Human Resources and the employee, makes arrangements to recover the overpayment. Any repayment plan considers the financial situation of the employee.</p> <p>Interest is not paid on either an underpayment or an overpayment.</p> <p>Garnishment The City of Hamilton complies with any legal order for garnishment of an employee's salary.</p> <p>Salary Advance Salary advances to employees will not be available.</p>	
RESPONSIBILITIES	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <p>Employee – it is the employee's responsibility to immediately report any pay cheque discrepancies to the HR Records Section.</p> <p>City of Hamilton – must comply with any legal orders for garnishment of an employee's salary.</p>	
COMPLIANCE	<p>Failure to comply with this Policy and its associated Procedures could result in pay errors.</p>	
RELATED DOCUMENTS	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> 1. <i>OMERS Legislation and associated deductions</i> 2. <i>Employment Standards Act</i> 	