


Payroll Records

1019.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1019.2 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1019.3 POLICY

The Mt. Lebanon Police Department maintains timely and accurate payroll records.

1019.4 RESPONSIBILITIES

Members are responsible for the accuracy of their payroll records for the payment of wages.

The Support Services Deputy Chief of Police is responsible for approving and submitting payroll records.

1019.5 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Police Administration as established by the Municipality payroll procedures.

1019.6 RECORDS

The Support Services Deputy Chief of Police shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).