

## **Town of Waterford, Vermont Payroll Policy**

The Town of Waterford has adopted this Payroll Policy to:

- Assure employees of accurate and timely payment of salaries and wages.
- Assures the Town adheres to federal, state, and local laws, especially those that refer to withholding taxes, Medicare, Social Security.
- Implement appropriate separation of duties and approval authority of payroll.

### **PAYROLL RESPONSIBILITIES**

The Town Treasurer is responsible for managing the payroll workflow to ensure efficient and timely payroll processing. The Treasurer establishes payroll schedules and deadlines for submission of payroll documents and coordinates the entry of information into the payroll system.

Department Heads ensure that required payroll documents are completed and forwarded within set timelines. Employees are responsible for reviewing payments and deductions and advising the payroll department of any discrepancies. Employees should also keep their information up to date.

Security of payroll records is an on-going consideration. Payroll security includes implementing and maintaining confidentiality and security of the payroll records and creating a secure and organized payroll environment. Access to physical payroll documents must be restricted to only those who process the transactions. File cabinets and computers with payroll information, data and archives must be secured when not in use. File cabinets must be locked with limited access. Salary rates, raises, bonuses, etc. are public information recorded in the Selectboard minutes and do not require confidential handling.

The staff processing payroll must have a working environment secure from other traffic and must have easy ways to successfully secure the information they work with, so they are not subject to angry or emotional employees. Any payroll errors, discrepancies and grievances should have clear processes and be addressed by managers or Department Heads, not directly with payroll staff.

### **PAYROLL SCHEDULE**

Employees are paid weekly with checks available on Thursday morning. Timecards or other approved documentation for payment should be delivered to the Town Treasurer no later than Noon on Monday.

### **Deductions**

Mandatory deductions include:

- Federal and state income taxes
- Social Security taxes
- Medicare taxes

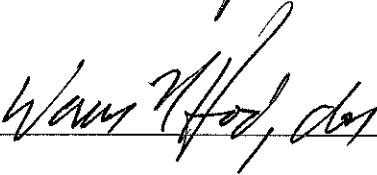
Routine questions about tax deductions may be directed to the Town Treasurer. Advice on tax withholding strategies should be discussed with an accountant or financial planner/advisor.

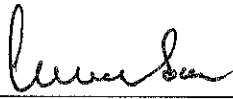
Voluntary deductions are available for:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life and Disability Insurance
- Health Reimbursement Account (for medical and dental expenses not covered by insurance)
- Retirement Account

Adopted by the Selectboard on April 12, 2021.

  
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