

12.4 PAY DAY

County employees, ~~except Contract Employees and Elected Officials as to whom a different pay day is agreed to,~~ are paid ~~bi-weekly twice a month, every other Friday on the fifteenth and last day of the month.~~ If a pay day falls on a ~~bank~~ holiday ~~or a weekend~~, employees will be paid on the last regularly scheduled workday during the week before the holiday ~~or weekend~~. All employees are required to sign an Agreement Regarding Paydays, attached as Appendix S.

12.5 WAGE GARNISHMENT

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is a court order allowing for creditors to collect part of an employee's pay directly from Routt County. Although the County does not wish to become involved in an employee's private matters, the County is compelled by law to administer the court ordered garnishment. Government levies will be treated in the same manner as garnishments. A representative from the Accounting Department will contact the employee to explain the details of garnishment and how it affects wages.

12.6 MANDATORY PAYROLL DEDUCTIONS

12.6.1 Federal Income Tax:

The federal government requires Routt County to withhold a certain percentage of an employee's pay to enable the employee to pay federal taxes due each year. The percentage amount withheld is based on the amount of wages and the number of exemptions claimed, as indicated on the employee's W-4 form. The number of exemptions claimed may be changed by the employee as necessary. Contact the Human Resources Department to make any changes to the number of exemptions claimed or additional amounts to be withheld.

12.6.2 State Income Tax:

The State of Colorado requires mandatory deduction for state income tax. The amount taken out of an employee's pay is based on wages and the number of exemptions claimed on the employee's Federal W-4 form, however, an employee may claim a different number of exemptions for state income taxes than what is claimed on the Federal W-4 form.

12.6.3 Social Security Taxes (FICA):

This federally required deduction is used to provide retirement, disability, and survivor benefits. The amount deducted from an employee's pay is based on total wages earned, and this amount is matched dollar for dollar by Routt County. All County employees are required to pay FICA.