

SCOTTS VALLEY FIRE PROTECTION DISTRICT



**STANDARD
OPERATING
PROCEDURES**
DATE APPROVED:
APPROVED:

ARTICLE: I

SOP: 1202

SECTION: 1200 FINANCE

SUBJECT: PAYROLL DISTRIBUTION

12/8/2020

A handwritten signature in blue ink, appearing to read "Kim W. Smith", is written over a horizontal line.

Purpose: To provide a consistent, secure method for the retrieval of Scotts Valley Fire Protection District (SVFPD) payroll from the County Auditor, and distribution to SVFPD employees.

Scope: To be adhered to by all SVFPD personnel.

Procedure:

1. Payroll checks and support documents shall be picked up at the county auditor's office no later than 0900 hours on each scheduled payday, or as they become available. Paydays are scheduled for every other Friday, however payroll may be available for pick up on the Thursday before. On occasion, due to holidays or county employee furloughs, payroll may be available for pick-up on Wednesday.
2. Only the fire chief, a battalion chief or an authorized administrative employee shall be responsible for signing and receiving payrolls from the payroll division of the county auditor's office.
3. Payroll checks shall be distributed by the SVFPD administrative staff only.
4. All payroll checks shall be signed for by the employee or their designated representative. Payroll checks shall be ready for disbursement by 1000 hours on the scheduled payday.
5. All check stubs from direct deposit shall not require signatures and will be given to the on duty Battalion Chief to distribute.
6. No payroll checks shall be turned over to any person other than the named employee unless written authorization has been received previous to payroll disbursement.
7. Payroll checks that have not been processed through direct deposit may not be deposited or cashed by the employee until the actual scheduled pay date as printed on the check.