



Personnel Policies

CITY OF WESLACO,
TEXAS

PAYROLL

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Employees will receive their pay according to the time schedule set by the Finance Department and approved by the City Manager. When a regular payday falls on a holiday, pay will be received on the last working day prior to the holiday.

Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act will be paid bi-weekly; non-exempt employees will be paid bi-weekly.

Under Texas law, the City is required to take action in the event of garnishment, attachment, or judgments against an employee's earnings for the collection of overdue income taxes, court-ordered child support payments, and garnishments ordered by a bankruptcy court. Employees are not allowed to assign their wages to any other person.

With each pay, employees receive an earnings statement. The statements of employees who are subject to the overtime pay requirements of the Fair Labor Standards Act will indicate "regular" and "overtime" pay. Non-exempt employees are prohibited from working overtime unless such work is authorized in advance by the Department Head or their designee.

Upon receiving each earnings statement, an employee should make sure the hours, pay rate, and deductions are correct. If pay is not correct, the employee must ask for errors to be corrected immediately.

Authorized Payroll Deductions: Earnings statements show the itemized deductions from pay. Some deductions are required by law and others are voluntarily authorized by employees. Deductions required by law include Texas Municipal Retirement System, Withholding Tax, Federal Insurance Compensation Act (FICA) and court-ordered garnishments.

Voluntary deductions may include, but not limited to group health and life insurance premiums for dependent coverage, dental insurance, charitable contributions, contributions to a Section 457 Plan, supplemental Insurances/Cafeteria Plan (Section 125). Voluntary deductions are not made unless authorized by the City Commission and by the employee in writing.