



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 614: PAYROLL DEDUCTION

A. General Provisions

1. Payroll deduction may be permitted at the sole discretion of the City Manager, when the City Manager determines that the estimated amount of time and employee work load necessary to initially set up and implement the automatic payroll deduction can be minimized and that the program beneficiaries are appropriate for Internal Revenue Service requirements, have a significant direct impact for Kettering residents and are not easily served by automatic check withdrawal or other alternative payment programs.
2. The Finance Department is authorized to withhold payroll payments to an employee who fails to provide a completed "City of Kettering Direct Deposit of Payroll" form and provide bank verification in a timely manner from the date the form is requested.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.30.22
Date

Jenny Smith
Jenny Smith
Human Resource Director