

LEGISTAR # 40128 - Body

The Common Council of the City of Madison do hereby ordain as follows:

Section 4.10 entitled "Biweekly Payday for City Employees" of the Madison General Ordinances is amended to read as follows:

"4.10 BIWEEKLY PAYDAY FOR CITY EMPLOYEES.

- (1) All employees of the City of Madison, including members of the Police and Fire Department and employees of all other branches of City administration and government, where the expenditure of funds of such department is subject to the control of the Common Council, shall be paid biweekly on the Friday following the occurring two weeks services completed and to be compensated for or on the preceding work day after the end of the biweekly work week. if said the Friday falls on a holiday, then employees shall be paid on the preceding work day. As used in this subsection, a week is defined to be that period of time commencing on Sunday and terminating at midnight on the following Saturday. Under the above procedure for payment on a biweekly basis, the initial biweekly period shall commence on Monday, January 1, 1962, and terminate on Saturday at midnight, January 13, 1962. The Finance Director is authorized to make all the necessary adjustments in changing from the semimonthly to the biweekly payday for City employees to add the extra week between pay periods. Although there will be an extra week for payroll processing, all employees of the City of Madison will continue to be paid every two weeks.
- (2) All department and division heads or in their absence or disability their designee shall file with the Finance Director the payrolls required by subsection (1) above indicating thereon the number of days worked by each employee, the number of days of sick leave and vacation taken, the number of hours of overtime worked or compensatory time used, together with such other information as may be prescribed by the Finance Director and the Human Resources Director. Failure to report overtime hours worked or the use of compensatory time off shall constitute just cause for discipline. In the absence or disability of the department or division head and the designee, the payroll shall be certified by the Mayor."

EDITOR'S NOTE:

Below is the revised calendar for the last three months of 2015 incorporating the change of payroll schedule.

OCTOBER 2015							NOVEMBER 2015							DECEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

The diagram illustrates the biweekly payroll schedule. It shows three arrows indicating the 17-day and 18-day intervals between paydays. The first arrow starts at Friday, October 16, and ends at Friday, November 13, labeled "17 days". The second arrow starts at Friday, November 13, and ends at Friday, December 11, labeled "18 days". The third arrow starts at Friday, December 11, and ends at Friday, January 9, 2016, labeled "18 days". The dates 13, 18, and 30 are circled in red in the calendar grid.