



DELAYED PAYROLL ASSIGNMENT

- I. **PURPOSE:** The purpose of this policy is to establish standards for placing employees on delayed payroll who would otherwise be paid on a current basis.

- II. **DEFINITION:** Delayed Payroll - a payroll for services rendered in a pay period which is processed for payment at the end of the following pay period, i.e., one-half month in arrears.

- III. **POLICY:**
 - A. The appointing authority shall place an employee on delayed payroll status when he or she experiences two unauthorized leaves or leaves of absence within a six-month period.

 - B. The appointing authority may place an employee on delayed payroll status as a result of a medical or personal situation resulting in a balance of less than 40 hours of annual and/or sick leave, if he or she voluntarily requests such status.

 - C. The appointing authority shall formally document assignment to delayed payroll status.
 1. Upon the first unauthorized leave or leave of absence, the appointing authority shall advise the employee, in writing, that a second unauthorized leave or leave of absence within the subsequent six months shall result in the employee being placed on a delayed payroll status. **The appointing authority shall attach a copy of this policy to the notice.**

 2. If a second unauthorized leave or leave of absence occurs within the subsequent six months, the appointing authority shall notify the employee of his or her delayed payroll status, such notice stating the specific reasons therefor (including the dates of unauthorized leaves or leaves of absence).
 - a. The employee shall be permitted five working days to reply to the agency in writing, and any reply shall be placed in the official agency personnel file.

 - b. Notice of delayed payroll status shall include notice to the employee of his or her right to appeal such action, in accordance with the Grievance Procedure for State Employees contained in West Virginia Code § 29-6A-1 et seq.

 - c. Following the written notice to the employee, a *Delayed Payroll Form* shall be completed and forwarded to the agency payroll office.

 - D. Delayed payroll status shall commence one complete pay period following the employee's receipt of notice of delayed payroll status. Such written notice shall notify the employee of the effective date of the change, the date the employee will receive his or her first delayed pay, and the pay period that payment is for.

 - E. Employees placed on delayed payroll status shall remain on such for the remainder of his or her term of employment with the agency.



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POLICY

- F. Agencies shall make this policy available to all employees.
- G. Supervisors shall monitor employees' leave balances closely to alleviate the necessity for this type of action by assuring sufficient leave time is available before granting leave approval.

IV. EFFECTIVE DATE: October 1, 1994.

V. REVISED: July 1, 2005

VI. POLICY NUMBER: DOP-P14.

Approved and Issued By:

Willard M. Farley, Acting Director of Personnel
Date Signed: June 1, 2005



DELAYED PAYROLL FORM

NOTICE OF ASSIGNMENT

The individual named below will be placed on delayed payroll status until further notice. The effective date of this action is:

EMPLOYEE:

SOC. SEC. NO.:

Last

First

Middle Initial

ADDRESS:

Street

City

State

Zip Code

DATE OF FIRST INCIDENT:

DATE OF WRITTEN NOTICE:

FIRST INCIDENT NARRATIVE:

DATE OF SECOND INCIDENT:

DATE OF WRITTEN NOTICE:

SECOND INCIDENT NARRATIVE:

If more space is needed, continue on the back side of this form.

ACKNOWLEDGEMENT: I have read the above information and have had an opportunity to discuss it with my immediate supervisor. I have also been given an opportunity to respond to this action in writing. I understand that I will be placed on delayed payroll status beginning the next pay period, in accordance with the Division of Personnel's *Delayed Payroll Policy* (Policy DOP-P14).

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FOR PAYROLL USE ONLY:

Department: _____

Payroll No.: _____

Account No.: _____