

COMPENSATION

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Purpose of this Section:

The AACS salary/wage scales may or may not be comparable to other local public and/or private non-profit agencies. Salaries/wages are restricted by approved budget limitations and available funding.

Procedure:

- (1) AACS salaries are determined by the Executive Director based on the Board of Directors' position and wage/salary classification charts. No AACS employee shall be paid less than the Federal Minimum Wage.
- (2) New employees are paid at "entry level" wage/salary rates deemed appropriate by the Executive Director. Supervisors may recommend to the Executive Director a rate based on employee experience and/or education.
- (3) The AACS participates in periodic WKU T/TAS wage comparability studies and strives to maintain competitive wage scales.
- (4) Within the framework of the Board policy, the Executive Director makes all staff salary decisions, except for his own salary which is set by the *Compensation Committee of the Board of Directors*. [Revised December 21, 1994, Owensboro]
- (5) Salaries and wages are limited within the constraints of the agency's respective project budgets/program accounts.
- (6) The agency operates a wide variety of funded programs. Each has its own characteristics, standards, requirements and budget. These many projects are funded by several different sources. Certain projects may carry mandated salary enhancements— perhaps by Congressional mandate— and apply *only* to that project and its funded staff. Accordingly, agency staff will not, of necessity, be treated the same in salary administration/actions.
- (7) **Anniversary Date.** An employee's anniversary date coincides with his/her respective project's fiscal/budget year beginning date. This is done for the purpose of timing staff increments to coincide with the funding source/project budget year and to organize the incremental due dates of the several AACS projects on a more manageable basis.

New employees are not normally eligible for "annual" increments until they have successfully completed one full year of employment. Thus, the anniversary date would normally be fixed at the next project year beginning date following the employee's completion of one full year of employment in his/her current position. The Executive Director shall have the discretion to alter the "one full year" rule, but only if the employee has completed his/her introductory (IND) period. The employee increment

"anniversary" date may, in exceptional circumstances, be altered at the discretion of the Executive Director due to fiscal/budgetary considerations.

If any employee is funded under more than one program account, the project year beginning date of the project which pays the largest share of the employee's salary/wage will dictate his/her anniversary date. This date will also be stated in the employee's Letter of Appointment.

- (8) *Compensation Committee. The Compensation Committee shall review and approve increments in the Executive Director's salary and one-time salary adjustments [Section 3.4 (5)] for all staff for whom such adjustments may be recommended by the Executive Director.*

The Compensation Committee shall consist of the three regular officers of the Board, i.e., Chairman, Vice-Chairman, and Secretary-Treasurer. The Compensation Committee shall establish its own procedures and justification requirements. The Committee shall be limited the 20% [bullet point 4] of this manual. [Sub-section added December 21, 1994, Owensboro]

Purpose of this Section:

AACS payrolls are issued every other Friday, **except** for the programs affected by the Davis-Bacon Act. Payroll schedules are published annually in the agency newsletter for employee reference and convenience. (Revised October 2009)

Procedure:

(1) AACS Payroll Processing Schedule (example only):

Pay Period	Employee Time Sheet Due	Date Due to Payroll Dept.	Payday
Dec. 12-Dec. 25	December 25	December 30	January 8

- The example illustrates the pay period, the employee's time sheet submission date, the date time sheets are due from supervisory staff to the Payroll Department, and the payday
- Pay periods begin at 12:01 a.m. Saturday and end fourteen (14) days later on Friday at 12:00 a.m. (midnight)
- Payday is Friday, fourteen (14) days after the pay period ends
- There are twenty-six (26) pay periods and paydays during the calendar year
- Holidays celebrated on a *payday Friday* require that the pay check issuance occur during the prior workday.
- Head Start Agreement Employee wages will be paid over a 12-month period. Adjustments to an employee's salary; e.g., unpaid absence will be made and reflected on the next pay period. (Added May 1999)
- Employees who fall under Davis Bacon wages will follow a weekly pay period. (Added October 2009)

(2) Employee Time and Attendance Report requirements include:

- A proper recording and reporting of pay period dates and hours worked
- Time sheet endorsement by the employee and the supervisor confirming the hours worked, leave taken, any time associated or relating to AACS work, and any time sheet adjustments or corrections
- Approved reports received by the Payroll Department by 4:30 p.m., the Wednesday following the end of the pay period
- Penalty of no check, a late check, or pay not issued until the next pay period in the event of an incomplete, late, or incorrectly prepared Time and Attendance Report
- Disciplinary action or discharge for falsifying any Time and Attendance Report.

(3) Exempt Staff Activity Reports include:

- A breakdown of categories in which an exempt employee utilizes each day
- Properly reporting dates and hours worked during the pay period
- Activity Report endorsed by the employee and supervisor confirming hours and amount of time spent on activities
- Activity Report must be completed in conjunction with the Time and Attendance Report.
- Accounting for leave on a "whole day" basis; that is, "exempt" staff do not take leave in less than full-day increments — normally 7½ hours per work day, but this figure may vary by position. [Added April, 1994] [See also Section 4.4, subsection (6), second bullet point, page 4]

(4) Payroll under the Davis-Bacon Act: (Added October 2009)

- On projects or programs where prevailing wages are in effect, payroll will be issued weekly under the Davis-Bacon Act.
- Prevailing wage determination was created and is monitored by the Department of Labor.
- Employees must receive notification of pay rates for job classifications that they may be performing, as well as pay rates by location where they may be working.

Purpose of this Section:

Overtime assignments are sometimes essential when operational and service requirements cannot be met within designated working hours. The AACS attempts to equitably distribute overtime assignments when funding or requirements permit. **Employees may request prior approval for overtime work, but they may work overtime only with prior approval.** Circumstances, however, may dictate that employees work overtime. Any hours worked over the number of normal hours worked per day is considered overtime and prior approval **must** be obtained from the Executive Director.

Procedure:

- (1) Overtime compensation is paid only to non-exempt employees at one and one-half times the normal hourly pay rate for all scheduled time worked beyond a forty (40) hour workweek.
- (2) Overtime pay is based on the actual hours worked. Sick, vacation, or any leave of absence is not considered actual hours worked when calculating overtime hours and pay.
- (3) All overtime requires:
 - Supervisors' confirmation of the validity of an overtime request
 - Supervisors' confirmation that the project budget can afford to pay overtime
 - A supervisory request to the Executive Director to approve overtime work for specified staff for a projected duration.
 - The Executive Director's prior approval.
- (4) Overtime limitations:
 - Head Start rules and regulations state that Head Start employees are prohibited from working *any* overtime. Prior grantor approval may be required for any compensable hours over the normal hours per week.
- (5) For proper compensation, employees shall attach written overtime approval to their Time and Attendance Report.
- (6) Overtime which does not follow the required procedures as set forth above is not approved or allowed. Any employee not following the strict guidelines of these rules will be subject to disciplinary action.
- (7) The standard workweek — as defined in writing for each employee — includes all agency-related travel time, required meeting time, or other usual and customary agency position responsibilities. An exception shall occur when AACS GRITS transit system drivers are required to work scheduled grantor observed holidays and/or other declared “emergency” – leave days. (See Section 5.1, page 2 of 2 (4). *[Revised February 2005]*)

- (8) Since no added compensation is applicable for employees holding "exempt" position designations, they may work "overtime" without prior approval.
- (9) Employees altering or abusing their prescribed workday schedules (in most cases from 8:00 a.m. to 4:30 p.m., Monday through Friday) and/or attempting "overtime" without prior authorization are subject to disciplinary action.
- (10) Even if non-exempt employees want to work overtime, federal/state laws and AACS rules do not allow them without specific *prior* approval.
- (11) Employees working a less-than-forty-hour workweek may work up to forty but not exceeding hours with pay at their regular rate. **But, the same supervisory prior approval requirement and pay procedures as set forth for "overtime" work shall apply.**
- (12) With their supervisor's concurrence, AACS non-exempt employees shall be required to terminate their workweek in order to prevent their exceeding the forty hour workweek limitation. No employee may work— and no AACS supervisor may permit an employee to work— over forty (40) hours without the Executive Director's prior approval.
- (13) **Travel Time.** [Added April, 1994] All travel time on agency business during normal working hours (8:00 a.m. - 4:30 p.m.) is working time — even if it occurs on a non-work day, i.e., holiday or weekend day. Travel time outside the normal working hours is *not* working time unless the traveler is working, i.e., driving the vehicle or performing other legitimate work while riding the vehicle/conveyance. All working time must be accounted for and reported on the employee's Time and Attendance Report. Any travel time which creates or will create working hours in excess of forty hours per week is subject to the provisions of the agency's overtime policy. [See also Section 2.10 (7)]
- (14) **Previously Accrued Annual, Sick, and “Compensatory” Time Frozen.** Non-exempt employees carrying any accumulation of annual, sick, “**compensatory**” time (hours) acquired in or prior to 1991, were permitted to retain that time. Each was *subject to the Agency’s year-end carryover and termination-pay limitations*. Employees with such accrued time remaining shall be permitted to use the accrued leave to cover protracted leave for illness or other family emergency. [Added August 2004]
- (15) **Discretionary Post-Employment Payment for Accrued Annual Leave Time.** Annual leave remaining on the employee's cumulative leave record upon termination shall be payable to the employee upon his/her providing the required notice of resignation. Terminations due to the violation of agency policies or gross misconduct shall mitigate against the Executive Director’s decision to award post-employment payment for such accruals. (Added December 2003)

(16) **Purchase of Accrued Medical (Sick) Leave Credits as a Retirement Benefit.**
(Eligible only upon retirement from AACS) (Revised April 2006)

Effective January 1, 2004, AACS will purchase a maximum of 6 months of accrued “sick leave” that shall be added to the County Employees Retirement Systems (CERS) member’s service credit under the Standard Unused Sick Leave Program. An employee may receive credit for an entire month of service credit if he/she has accumulated at least 11 days or more of “sick leave” as indicated in the table below. AACS will use 7 ½ hours as a calculation guide to equal one (1) medical (sick) leave day. Upon the employee’s notification of retirement, AACS will certify the retiring employee’s unused accumulated sick leave balance to CERS. Such credits shall be added to the retiring employee’s service credit for the purpose of determining the employee’s annual retirement allowance. CERS’ table for crediting an employee with a month(s) of service credit shall be as follows:

Number of Sick Leave Days	Months Sick Leave Service Credit
11-21	1
32-42	2
53-63	3
74-84	4
95-105	5
116-126	6

(Added December 2003)

NOTE: The agency no longer recognizes, allows or awards "compensatory" time. This section only acknowledges that such time was at one time accrued under prior policies which did permit compensatory time, and those employees who had it on record were allowed to keep it for future emergency leave.

(17) **Purchasing of Unused Sick Leave Credits with Unused Annual (Vacation) Leave.**
 Employees retiring from AACS have the option of “exchanging” Vacation Leave “days” (@7 ½ hours equals one day) for CERS “sick leave” days in order to obtain their maximum or desired CERS service credit allotment. For example, a retiring employee with accrued Vacation Leave time could voluntarily exchange Vacation Days for an equivalent number of “sick leave” days. The Agency would then include the exchanged hours added with the employee’s other *unused* “sick leave” hours as of his/her retirement date in its report to CERS for its calculation of AACS’ liability in payment for his/her “sick leave” service credit. *(Added October 2005)*

(18) Upon termination from the agency, no employee can be paid for accrued but unused sick or compensatory time.

Purpose of this Section:

The AACS considers periodic salary adjustments appropriate and desirable for all its employees. Adjustment guidelines/limitations include available funding, employee performance, employee promotion, "cost-of-living" and other factors. All salary and wage adjustments require the Executive Director's approval and are not automatic or guaranteed. Salary increments include four categories: Annual, Merit, Promotion-Related Increment Adjustments, and Bonus.

Procedure:**SALARY INCREMENTS**

- (1) **Regular Appointment Adjustment.** The Executive Director may, upon supervisory recommendation, award a one half step or one-step increment to a new employee who successfully completes the "introductory" nine (9) month appointment in exemplary fashion, as evidenced by a highly positive Performance Appraisal. *(Revised December 2003)*
- (2) **Annual Increments** may occur following:
 - Employees' employment anniversary dates and positive performance appraisals
 - Annual performance appraisals
 - Annual cost-of-living adjustments awarded program-wide.
- (3) **Merit Awards** may be awarded to recognize superior employee performance. Award decisions depend on many factors including the Annual Performance Appraisal. Supervisors shall submit any merit pay recommendations to the Executive Director for approval prior to discussing them with the employee. Merit awards will consist of an add-on of one-half step or one-step — at the Executive Director's discretion— on the wage/salary scale to the annual increment. *Greater than one-step Merit Awards may be awarded with the approval of the Board's Compensation Committee. [Revised December 21, 1994, Owensboro]*
- (4) **Promotion-Related Increments.** Increments may be granted when employees assume a position with increased duties and responsibilities.
- (5) **One-Time Salary/Wage Adjustment.** The Executive Director may award a one-time salary/wage adjustment to employees demonstrating superior performance and quality service. This award in accordance with the provisions of OMB cost principles is awarded only for extraordinary work and performance and is subject to the availability of funds. The following stipulations shall apply:
 - **One-Time Adjustments of \$3000 or Less.** Effective 2003, this adjustment is given at the discretion of the Executive Director, either upon his/her sole discretion or pursuant to recommendation by his/her senior management staff. *[Revised December 2003]*
[Revised February 2006]

- **One-Time Adjustments over \$3,000.** These adjustments are awarded upon the recommendation of the Board's *Compensation* Committee. These shall originate with the recommendation of the senior management staff to the Executive Director, who may recommend or deny the request to the Board's *Compensation* Committee. *[Revised December 2003][Revised February 2006]*

Limitations on One-Time Salary/Wage Adjustments:

- One adjustment of any amount within a single program year
- One adjustment does not predict or guarantee additional bonuses
- All one-time adjustments shall be accompanied by a citation for which the award was earned and the citation becomes a permanent part of the employee's personnel file
- Any and all adjustments shall be included with the employee's regular check and listed as lump sum payment with the required taxes/withholdings deducted
- The Executive Director does not have authority to order a one-time salary adjustment for himself/herself, nor recommend one to the Board/*Compensation Committee*. *[Revised December 21, 1994, Owensboro]*
- The AACS Board of Directors *or the Compensation Committee* may recommend a one-time salary adjustment for the Executive Director. *[Revised December 21, 1994, Owensboro]*

(6) Salary adjustment (increment) requirements and guidelines include:

- An increment award shall follow all relevant position classifications or reclassifications, salary schedules, personnel policies, and performance appraisal requirements
- Sound agency budgetary considerations (i.e., the availability of funds) must be assured
- The Executive Director shall be permitted reasonable discretion in determining salary awards.
- Any annual salary increase exceeding 20% within the respective pay grades shall require the Board of Directors' and Personnel Committee's approval (Exception: new employees or promotion wage-adjustment).

(7) Program anniversary dates are the time when salary adjustments would ordinarily occur. This means the beginning date of each respective program's fiscal year.

(8) Salary/wage increases are awarded based on both employee performance and funding/budget considerations in each funded project or agency program account which supports a given employee. Increments or supplements provided employees in one project do not indicate similar action for employees in another project. Likewise, pay

increases/cost-of-living adjustments may be mandated for one project its funded staff —often by Congressional action — but not apply to any other project or its staff.

- (9) New employees are not eligible for "annual" increments until completing one full year of employment. The Executive Director may, with Personnel Committee notification, waive the "one year rule."

Purpose and Procedure:

It is AACS' policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. AACS wants to ensure that employees are paid properly for all time worked and that no improper deductions are made. Employees must record correctly all work time and review their paycheck stubs promptly to identify and to report all errors. AACS will take corrective measure to correct any improper deduction.

Procedure:

(1) Time and Attendance Reporting

(a) Non-exempt Employees

Employees classified as a non-exempt employee must maintain a record of the total hours they work each day. These hours must be accurately recorded on the employee's timesheet or the electronic statement for payment. Employees must sign their own timesheet or electronically verify that the reported hours worked are complete and accurate. The timesheet or the electronic log of time worked must accurately reflect all regular and overtime hours worked, any absences, late arrivals and early departures. All work must be recorded on their timesheet or the electronic log of time and approved by their supervisor. When employees receive their paycheck, they are to verify immediately that they were paid correctly for all regular and overtime hours worked.

Employees may not work any hours that are not authorized by their supervisor. Employees cannot start work early, finish work late, work during a meal break or perform any other extra or overtime work unless they are authorized to do so and that time is recorded on their timesheet or submitted electronically. Employees are prohibited from performing any "off-the clock" work. "Off-the-clock" work means work employees performed but fail to report on their timesheet or submitted electronically for hours worked. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

(b) Exempt Employees

Staff classified as an exempt salaried employee will receive a salary, which is intended to compensate them for all hours worked for AACS. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the employee's salary will be a predetermined amount and will not be subject to deductions for variations in the

quantity or quality of the work performed. Under federal and state law, exempt employees' salary is subject to certain deductions. For example, absent contrary state law requirements, exempt staff salary can be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- The first or last week of employment in the event the employee worked less than a full week.
- Reductions for certain types of deductions such as the portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, mandatory reductions for retirement plan or voluntary contributions to a deferred contribution or pension plan

In any workweek in which exempt staff has performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- The facility is closed on a scheduled work day
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work.
- Any other deductions prohibited by state or federal law.

(2) Falsification of Time Worked

It is a violation of AACCS' policy for any employee to falsify or alter a timesheet or the electronic log of time worked. It is also a serious violation of AACCS' policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time sheet or submit electronically to under- or over-report hours worked.

If any supervisor or employee instructs an employee to (1) incorrectly or falsely under- or over-report their hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to the Human Resources Department.

(3) Reporting Payroll Errors

If there are any questions regarding deductions or if the staff believes there has been an improper deduction or his/her pay does not reflect the hours worked, they should immediately report the matter to their supervisor. If supervisor is unavailable the employee should contact the Human Resource Department at 686-1646 or the Payroll,

at 686-1644. If the employee has not received a satisfactory response within five (5) business days after reporting the incident, the employee should call the Executive Director at 686-1610.

Every report will be fully investigated and corrective action will be taken where appropriate

Purpose of this Section:

The Executive Director shall communicate program funding limitations to employees.

Procedure:

- (1) The Executive Director shall communicate:
 - Grantor funding requirements and budget/allowable cost limitations
 - Expected program completion date(s)
 - Possible reduction-in-force and/or termination date.
- (2) Employees are hired pursuant to program funding and are advised in their "Letter of Appointment" of critical program limitations. The "Letter of Appointment" is endorsed by the Executive Director and the employee. The employee's signed "Letter of Appointment" remains permanently in the employee's personnel file.

Purpose of this Section:

AACS payroll deductions include legally mandated federal, state, and local deductions and those benefits or deductions chosen and authorized by the employee.

Procedure:

- (1) Payroll deductions from an employee's gross pay include:
 - Federal, state, and local tax withholdings. These are, except for local occupational license fees, confirmed by the employee's W-4 federal and K-4 (state) withholding certificates
 - Social Security taxes
 - Employee-authorized benefits/subscription expenses
 - Employee-authorized charitable contributions
 - Money owed to agency by the employee (supported by an employee agreement)
 - Additional deductions mandated by law or employee authorization.

- (2) **Pay Advances.** Pay advances or any credit against *unearned* wages are not provided. The Executive Director, (at his/her discretion,) may allow a pay "advance" for an employee whose Time and Attendance Report was received too late for an employee's paycheck to be issued on schedule and the employee is unable to await the next payroll run for funds.

EXEMPT POSITIONS

[Updated August 2004]

Purpose of this Section:

Certain AACS positions are exempt from wage-hour overtime payment provisions of the Fair Labor Standard Act (FLSA) 29 CFR 541 (as amended). Effective August 23, 2004, the Department of Labor (DOL) has issued significant changes in the classification of exempt and non-exempt employees. AACS had reviewed responsibilities of employees and from AACS' understanding of the definitions of exempt staff, have classified certain positions meeting the FLSA standards of "white collar" exemptions.

Procedure:

- (1) The following are exempt positions. Other positions may be added as the structure of the agency changes.

ADMINISTRATION

Executive Director	Chief Financial Officer
Controller	Computer Systems Engineer
Financial Administrator	Fiscal Manager
Information Systems/Technology Manager	Personnel Director
Public Information and Outreach Director	Web Technologies Specialist

ASSISTED HOUSING MANAGEMENT CENTER

Assisted Housing Property Manager	On-site Property Manager
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CHILD CARE ASSISTANCE PROGRAM

Child Care Assistance Program Director	Child Care Assistance Area Manager(s)
Child Care Resource & Referral Manager	Professional Development Counselor
Child Care Resource Developer	
Resource & Referral Area Coordinator	
Technical Assistance Counselor	

CSBG

Community Services Director

COUNSELING SERVICES

Director of Counseling Services	Clinical Supervisor(s)
Assistant Clinical Supervisor	Family Therapist(s)

GRITS

Transit System Manager

Assistant Transit System
Manager

SENIOR SERVICES CORP

Senior Services Corp Director

HEAD START

Head Start Director/
Director of Child Development
Facility Maintenance Specialist
Family and Community Specialist
Family Development Specialist
Health Specialist
Lead Teacher Certified
Local Area Managers
Resource Teachers
Social Services Specialist
Team Manager/
Child Development & Health

Community Development Specialist
Coordinator of Facility and
Support Services
Family Child Care Specialist
Food Services Manager
Infant/Toddler Specialist
Local Area Manager Assistant
Preschool Specialist
Resource & Training Specialist
Team Manager/
Administrative Services
Head Start Team Manager
Family Community Services

WEATHERIZATION

Weatherization Director

(2) **Standards of the Wage-Hour Law Regarding "Exempt" Staff.** Employees whose duties are “mainly supervisory,” executive, administrative or professional may qualify as “exempt.” under the FLSA provisions. Categorically, provisions described by the FLSA include these three:

(a) *Executive:* Staff whose primary duties consist of the management of an enterprise in which he/she is employed or a customarily recognized department. An executive customarily and regularly directs the work of two or more employees, has the authority to hire or fire other employees, or whose suggestions and recommendations as to the hiring or firing, advancement, promotion, or other changes of status of other employees are given particular weight.

- (b) *Administrative:* Staff whose primary duties consists of either the performance of office or non-manual work directly related to the management or general business operations of his/her employer or the performance of administrative functions directly related to academic instructions or training in educational establishment or department. The primary duty of an administrative employee includes the exercise of discretion and independent judgment and respect to matters of significance.
- (b) *Professional:* Staff whose primary duties requires the consistent exercise of discretion and judgment in its performance, must be intellectual in character, and must include the work that includes the consistent exercise of discretion and judgment. Professional employees must have a prolonged course of specialized intellectual instruction. This exemption applies to employees who have such advance knowledge in the same work as “degreed” employees, but have obtained the advance knowledge through a combination of work experience and intellectual instructions.

Staff qualify under the above monetary requirement (\$455 per week) and are serving in an executive, administrative, or professional position.

All "exempt" status determinations are based in the provisions of the Fair Labor Standards Act. This requires that executive, administrative, and professional exempt positions *must* have the authority to use discretion and independent judgment in matters relating to their position responsibilities.

“Exempt” staff cannot be charged for partial day absences for personal reasons, sickness or disability. However, “infractions of safety rules of major significance” or “suspension of a full day or more for violations of workplace conduct rules” in accordance with AACCS’ Policies and Procedures.

**RESTRICTIONS REGARDING BOARD MEMBERS'
IMMEDIATE FAMILY**

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Purpose of this Section:

Restrictions apply with regard to the hiring and compensation of immediate family members of Board members.

Procedure:

The following restrictions and guidelines shall apply:

- (1) Board members and their immediately family members— as defined in Section 1.10 (1)— shall not be hired as AACS staff members nor receive remuneration for services to the AACS.
- (2) The same restrictions shall apply with regard to any other person or immediate family member, whether policy-level (e.g., Head Start Policy Council) or agency administrator if and whenever that person has authority or material input over the hiring of such person(s) in violation of the agency's conflict of interest/nepotism policy.

Purpose of this Section:

AACS wants to assure the safe delivery and prompt payment of employees' wages. Staff hired on or after January 1, 1999, is required to have their earned wages electronically direct-deposited to the financial institution (bank) of their choice.

Procedure:

- (1) Conditions and procedures for direct deposit include:
 - Employee must have or (open) a checking or savings account at the financial institution of their choice.
 - Complete a Direct Deposit form with the necessary required attachment items for checking or savings account.
 - Return the Direct Deposit form to the payroll manager within a week from the date of hire.
 - Employees wages will be deposited in their financial institution by 8:00 a.m. each payday.
 - A summary (stub) with all information (gross pay, net pay, deductions, year-to-date, etc.) will be given to employee.
- (2) Effective January 23, 2004, all staff will be required to have direct deposit. (*Revised December 2003*)
- (3) Employees changing financial institutions are responsible for completing a Direct Deposit form with the required items and forwarding all necessary information to payroll.
- (4) Should an over deposit be made, the financial institution is authorized to debit such account and return to the Agency the amount of any such coverage.
- (5) Termination of employment will void any Direct Deposit agreement with AACS and the financial institution.