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BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LANCASTER COUNTY, NEBRASKA

OCT 06 2011

LANCASTER COUNTY  
CLERK

IN THE MATTER OF ESTABLISHING A )  
POLICY OF MAKING PAYMENTS OF )  
SALARIES AND REIMBURSABLE )  
EXPENSES TO COUNTY EMPLOYEES )  
BY ELECTRONIC FUNDS TRANSFER )  
OR A SIMILAR MEANS OF DIRECT )  
DEPOSIT )

RESOLUTION NO.

R-11-0077

WHEREAS, pursuant to Neb. Rev. Stat. §23-1114, the county board of each county may make payments that include, but are not limited to, salaries and reimbursable expenses to all elected officers of the county, all deputies in the offices of the elected officers and appointive veteran service officers, by electronic funds transfer or a similar means of direct deposit; and

WHEREAS, pursuant to Neb. Rev. Stat. §23-2545, the county board of each county in this state may authorize payments that include, but are not limited to, salary and reimbursable expenses to any employee by electronic funds transfer or a similar means of direct deposit; and

WHEREAS, the Board of County Commissioners of Lancaster County, Nebraska, hereinafter "the County Board," finds and determines that utilization of electronic payment of wages will minimize the number of paper checks issued by the County, thereby obtaining efficiencies for the County and providing employees with a reliable and efficient manner of receiving their pay; and

WHEREAS, the County Board desires to establish and implement a policy of making payments of salaries and reimbursable expenses to all County officers and employees by electronic funds transfer or a similar means of direct deposit; and

NOW, THEREFORE, BE IT RESOLVED, by the Lancaster County Board of Commissioners that payments of salaries and reimbursable expenses to all County officers and

## **LANCASTER COUNTY DIRECT DEPOSIT POLICY**

### **I. Purpose**

The Lancaster County Board of Commissioners has found and determined that utilization of electronic payment of wages will minimize the number of paper checks issued by the County, thereby obtaining efficiencies for the County and providing employees with a reliable and efficient manner of receiving their pay.

### **II. Applicability**

This policy is applicable to all Lancaster County employees.

### **III. Policy**

A. The policy allows each Lancaster County employee to select an eligible financial institution of his or her choice to accommodate the receipt of direct deposit payments.

#### **B. *Newly Hired or Rehired Employees***

1. Beginning on or after January 1, 2012, all newly hired or rehired employees shall enroll in direct deposit within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the tenure of employment. Newly hired or rehired employees shall sign the "Direct Deposit Authorization Agreement," indicating their understanding and compliance with the direct deposit policy. Any such employee who does not complete the appropriate direct deposit information within thirty (30) days of hire or rehire and who is not granted a direct deposit exemption, provided for herein, may be subject to disciplinary action.

may only be granted for inability to acquire an account at a financial institution or other specific situations that the County Clerk may deem to be an extreme hardship. An employee desiring to request an exemption from the direct deposit requirement may do so by completing a "Direct Deposit Personal Exemption Request Form."

E. *Paper Check Process*

1. Employees that request and are granted an exemption from participating in direct deposit will receive a paper check. Effective February 1, 2012, all paper checks will be mailed by the County Clerk's Office on the employee's designated payday and will be dated the date of the employee's pay date. No post dated paper checks will be mailed prior to the designated payday. Any employee receiving his or her pay by paper check will be required to maintain a valid mailing address in the system. Mailing addresses can be updated through a Personnel Action Form, completed by the agency's payroll clerk and submitted to the Personnel Department. Employees will not be allowed to pick up their checks on payday.
2. The County Board may secure and offer those employees granted an exemption from the direct deposit policy an alternative payment method, other than paper check, as such alternative payment methods become available.

Submit form to:

Lancaster County Clerk's Office

555 South 10<sup>th</sup> Street

Lincoln, NE 68508

Fax Number: 402-441-8728

Email: [tgenuchi@lancaster.ne.gov](mailto:tgenuchi@lancaster.ne.gov)

## Direct Deposit Personal Exemption Request Form

### Employee Information

Last Name	First	M.I.
Street Address	City	State
		Zip Code
Job Title	Social Security Number	
Agency		
Employee's Email Address		Work Phone

### Policy

It is the policy of Lancaster County to pay all employee salaries and reimbursable expenses by electronic funds transfer or a similar means of direct deposit. The policy can be found on the Lancaster County Clerk's Intralinc web site:

<https://intralinc.lincoln.ne.gov/index.asp>

**Personal Exemption Request** *(To be completed by employee desiring to be exempted from the direct deposit policy requirements)*

I request that I be paid by paper check for the following reason (check one):

- ☐ I currently do not have an account at an eligible financial institution and am unable to obtain an account. Attached is a letter from an eligible financial institution to this effect.
- ☐ I request that Lancaster County consider an exemption for my specific extreme hardship. Attached is a letter explaining my hardship.

### Employee Acknowledgement

I acknowledge that I have read and understand the above referenced direct deposit policy, and I hereby submit my request for exemption from the direct deposit policy for the reason stated above.

\_\_\_\_\_  
Signature or Employee

\_\_\_\_\_  
Date