

AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF PLATTSBURGH, NEW YORK,
HELD DECEMBER 12, 1957:

PRESENT : MAYOR TYRELL, ALDERMEN HOLLAND, BRAULT, DAME, JABAUT,
CORODIMAS AND FLYNN.
ABSENT : NONE.

BY ALDERMAN HOLLAND ; SECONDED BY ALDERMAN CORODIMAS:

LOCAL LAW No. 8 OF 1957

ENTITLED AN ACT ESTABLISHING UNIFORM PAYROLL PROCEDURES FOR ALL DEPARTMENTS,
OFFICES AND PERSONNEL OF THE CITY OF PLATTSBURGH.

BE IT ENACTED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PLATTSBURGH, NEW
YORK, AS FOLLOWS:

SECTION 1. PAYROLL PERIOD

(A) THE WEEKLY PAYROLL PERIOD AND/OR WORK WEEK FOR ALL CITY DEPARTMENTS AND
OFFICES SHALL BEGIN ON THURSDAY AND END ON THE FOLLOWING WEDNESDAY.

(B) EXCEPT AS HEREINAFTER PROVIDED, ALL CITY OFFICIALS, DEPARTMENT HEADS AND
EMPLOYEES SHALL BE PAID WEEKLY, ON FRIDAY, FOR THE WEEKLY PERIOD ENDED ON THE IMME-
DIATELY PRECEDING WEDNESDAY. IN THE EVENT OF A LEGAL HOLIDAY THE COMMON COUNCIL MAY,
BY RESOLUTION, ESTABLISH ANOTHER PAY DAY FOR ANY GIVEN WEEK.

(C) IN THE CASE OF LABOR-CLASS, TEMPORARY, PART-TIME OR OTHER HOURLY-RATE EM-
PLOYEES, PAYROLLS FOR WHOM ARE AUDITED BY THE COMMON COUNCIL AT ITS REGULAR WEEKLY
MEETING, THE PAY DAY SHALL BE ON THE SECOND FRIDAY FOLLOWING THE COMPLETION OF THE
WORK WEEK, EXCEPT FOR PERSONNEL OF THE MUNICIPAL LIGHTING DEPARTMENT, WHOSE PAY DAY
SHALL BE AS SET FORTH IN PARAGRAPH (B).

(D) NOTWITHSTANDING THE ABOVE PROVISIONS, MEMBERS OF THE CIVIL SERVICE COM-
MISSION, THE SEALER OF WEIGHTS AND MEASURES AND THE CIVIL DEFENSE DIRECTOR SHALL BE
PAID ONCE EACH MONTH AT THE END OF THE MONTH, AND ALDERMEN AND CALL FIREMEN SHALL BE
PAID ONCE EVERY THREE MONTHS AT THE END OF THE CALENDAR QUARTER.

SECTION 2. PAYROLL PROCEDURES

(A) PAYROLLS, FOR WHICH THE CITY CHAMBERLAIN SHALL PRESCRIBE REGULATIONS, FORMS
AND PRACTICES NOT INCONSISTENT WITH LAW, SHALL BE PREPARED IN TRIPPLICATE, WITH THE
ORIGINAL TO BE RETAINED BY THE FINANCE DEPARTMENT, A COPY TO BE TRANSMITTED BY SAID
DEPARTMENT TO THE NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM AND A COPY TO BE FILED
WITH THE CITY CLERK'S OFFICE.

(B) THE VALIDITY AND ACCURACY OF SUCH PAYROLLS AND OF THE AMOUNTS DUE THE PER-
SONS LISTED THEREON SHALL BE CERTIFIED BY SIGNATURE OF THE RESPECTIVE DEPARTMENT
HEADS BEFORE ANY PAYMENTS SHALL BE MADE. DEPARTMENT HEADS OF THE POLICE DEPARTMENT,
FIRE DEPARTMENT, PUBLIC WORKS DEPARTMENT, RECREATION DEPARTMENT, PARK AND BEACH COM-
MISSION, PUBLIC LIBRARY, WATER AND SEWAGE DEPARTMENT, MUNICIPAL AIRPORT AND MUNICIPAL
LIGHTING DEPARTMENT SHALL INDICATE BY SIGNATURE THE APPROVAL FOR PAYMENT OF THE PAY-
ROLLS OF THEIR RESPECTIVE DEPARTMENTS. PAYROLLS FOR ADMINISTRATIVE AND OTHER DEPART-
MENTS SHALL REQUIRE THE APPROVAL OF THE MAYOR BY HIS SIGNATURE.

(c) SUCH COMPLETED AND SIGNED PAYROLLS SHALL BE CERTIFIED BY SIGNATURE OF A MEMBER OF THE MUNICIPAL CIVIL SERVICE COMMISSION, AND FOR APPROVAL OF PAYMENT BY THE MAYOR. HOURLY-RATE PAYROLLS MENTIONED IN PARAGRAPH (c) OF SECTION 1 ALSO SHALL BE SIGNED BY A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL, EXCEPT THOSE OF THE PUBLIC LIBRARY AND THE MUNICIPAL LIGHTING DEPARTMENT.

SECTION 3. PAYROLL COMPUTATIONS

(a) AMOUNTS OF WEEKLY COMPENSATION FOR THOSE PERSONNEL WHOSE ANNUAL SALARIES SHALL HAVE BEEN FIXED BY THE COMMON COUNCIL SHALL BE ONE FIFTY-SECOND ($1/52$) OF THE ANNUAL RATE FOR WHICH HE OR SHE SHALL BE ELIGIBLE. PAYMENTS FOR THE FIRST AND LAST PAY PERIODS OF EACH CALENDAR YEAR SHALL BE ADJUSTED, ON THE BASIS OF THE NUMBER OF DAYS RESPECTIVELY THEREIN, BUT THE TOTAL SALARY PAID TO EACH PERSON DURING THE YEAR SHALL NOT EXCEED THE ANNUAL AMOUNT FIXED BY THE COMMON COUNCIL. CHANGES OF ANNUAL SALARY RATES ESTABLISHED DURING A GIVEN YEAR SHALL BE VALUED, FOR THAT YEAR, ACCORDING TO THE NUMBER OF WORKING DAYS ELAPSED AND REMAINING.

(b) FOR FRACTIONS OF WEEKS FOR NEW OR SEPARATED PERSONNEL, AND IN CASES WHERE SALARY INCREMENTS OR OTHER INCREASES BECOME PAYABLE OTHER THAN AT THE BEGINNING OF A PAY PERIOD, THE AMOUNT OF COMPENSATION PAYABLE SHALL BE COMPUTED ON THE BASIS OF DAILY RATES FOR THE APPLICABLE PERIOD OR PERIODS.

(c) COMPUTED DAILY RATES FOR ANNUAL SALARIED PERSONNEL PAID WEEKLY SHALL BE DETERMINED BY DIVIDING ONE FIFTY-SECOND ($1/52$) OF THE ANNUAL SALARY RATE APPLICABLE BY THE NUMBER OF DAYS AND FRACTIONS OF DAYS CUSTOMARILY WORKED DURING EACH WEEKLY PAY PERIOD BY REGULAR PERSONNEL IN SIMILAR POSITIONS. FOR PURPOSES OF THIS COMPUTATION, SIX (6) DAYS SHALL BE PRESUMED TO BE THE WORK WEEK OF PERSONNEL OF THE FIRE DEPARTMENT UNDER PRESENT SCHEDULES, AND ALSO FOR THOSE PERSONNEL WHOSE POSITIONS ARE GENERALLY REGARDED AS PART-TIME.

(d) AMOUNTS OF MONTHLY OR SEMI-MONTHLY COMPENSATION FOR SALARIED PERSONNEL SHALL BE, RESPECTIVELY, ONE TWELFTH ($1/12$) OR ONE TWENTY-FOURTH ($1/24$) OF THE PRESCRIBED ANNUAL RATE FOR WHICH HE OR SHE SHALL BE ELIGIBLE. COMPUTED DAILY RATES FOR SALARIED PERSONNEL PAID ON OTHER THAN A WEEKLY BASIS SHALL BE ONE THREE-HUNDRED-AND-TWELFTH ($1/312$) OF THE PRESCRIBED ANNUAL RATE. FOR FRACTIONS OF MONTHS, THE AMOUNT OF COMPENSATION PAYABLE SHALL BE COMPUTED AS SET FORTH IN PARAGRAPH (b) OF THIS SECTION, USING THE COMPUTED DAILY RATE EXPLAINED IN THIS PARAGRAPH.

SECTION 4. PAYROLL DISBURSEMENTS

(a) PAYROLLS FOR PERSONNEL WHOSE ANNUAL SALARIES SHALL HAVE BEEN FIXED BY THE COMMON COUNCIL SHALL BE PAYABLE WITHOUT FURTHER AUDIT BY SUCH COUNCIL. ALL OTHER PAYROLLS SHALL FIRST BE AUDITED AND APPROVED BY RESOLUTION OF THE COMMON COUNCIL BEFORE PAYMENTS SHALL BE MADE, EXCEPT FOR PAYROLLS OF THE PUBLIC LIBRARY.

(b) ALL PAYMENTS OF SALARIES AND WAGES FOR PERSONAL SERVICES SHALL BE MADE BY THE CITY CHAMBERLAIN, AND THE DEPARTMENT OF FINANCE SHALL MAINTAIN THE RECORDS THEREOF. SUCH DISBURSEMENTS SHALL BE ONLY ON THE BASIS OF PROPERLY AUTHENTICATED PAYROLLS PREPARED BY OR FILED WITH HIS OFFICE, FROM APPROPRIATIONS ESTABLISHED FOR SUCH PURPOSE BY THE COMMON COUNCIL.

(c) FOR PAYROLLS OF EACH PAY PERIOD, WARRANT-CHECKS AGAINST THE SEVERAL FUNDS AND APPROPRIATION ACCOUNTS PROPERLY CHARGEABLE THEREFOR SHALL BE DRAWN TO THE ORDER OF "CITY CHAMBERLAIN - CITY PAYROLL ACCOUNT" FOR THE TOTAL OR GROSS AMOUNTS OF SUCH PAYROLLS, AND SHALL REQUIRE THE SIGNATURES PROVIDED BY THE CITY CHARTER FOR DISBURSEMENT OF CITY MONIES.

(D) SUCH WARRANT-CHECKS SHALL BE DEPOSITED BY THE CITY CHAMBERLAIN TO THE CREDIT OF THE "CITY PAYROLL ACCOUNT" IN THE DESIGNATED DEPOSITORY FOR CITY MONIES, WHICH NEW ACCOUNT HE IS HEREBY AUTHORIZED TO ESTABLISH.

(E) THE CITY CHAMBERLAIN IS HEREBY AUTHORIZED TO MAKE DEDUCTIONS ON SUCH PAYROLLS FOR WITHHOLDING TAXES AND RETIREMENT AND SOCIAL SECURITY PURPOSES AS ARE REQUIRED BY LAW, AND FOR SUCH OTHER PURPOSES AS GROUP INSURANCE PREMIUMS, ETC., AS MAY BE AUTHORIZED. CHECKS DRAWN AGAINST THE "CITY PAYROLL ACCOUNT" FOR THE TOTAL AMOUNTS OF SUCH DEDUCTIONS SHALL BE DEPOSITED IN THE CITY CHAMBERLAIN'S TRUST AND AGENCY FUNDS ACCOUNT FOR SUBSEQUENT PAYMENT BY HIM TO THE PROPER RESPECTIVE RECIPIENTS.

(F) PAYMENTS OF THE NET AMOUNTS DUE THE SEVERAL PERSONS ON SUCH PAYROLLS, AFTER SUBTRACTION OF ALL AUTHORIZED PAYROLL DEDUCTIONS, SHALL BE BY INDIVIDUAL PAYROLL CHECK FOR EACH PERSON LISTED THEREON, DRAWN AGAINST THE "CITY PAYROLL ACCOUNT", WHICH PAYROLL CHECK SHALL REQUIRE THE SIGNATURE OF THE CITY CHAMBERLAIN.

(G) USE OF MECHANICAL CHECK-SIGNING FACILITIES IS HEREBY AUTHORIZED FOR SUCH PAYROLL CHECKS TO AFFIX OR IMPRINT A FACSIMILE OF THE SIGNATURE OF THE CITY CHAMBERLAIN.

SECTION 5. TRANSITION AUTHORIZATION

(A) TO ACCOMPLISH THE PURPOSES OF THIS ACT WITH REGARD TO ANNUAL SALARIED PERSONNEL, THE FINAL PAY DAY FOR THE FISCAL YEAR 1957 SHALL BE ON MONDAY, DECEMBER 30, 1957, AND SHALL COMPRISE THE BALANCE OF ALL COMPENSATION PAYABLE THROUGH DECEMBER 31, 1957; AND THE FIRST PAY DAY OF THE 1958 YEAR SHALL BE ON FRIDAY, JANUARY 10, 1958, AND SHALL INCLUDE PAYMENT FOR ONE DAY (JANUARY 1) TOGETHER WITH PAYMENT FOR THE PAYROLL WEEK ENDING JANUARY 8.

(B) TO ACCOMPLISH THE PURPOSES OF THIS ACT WITH REGARD TO HOURLY-RATE PERSONNEL, THE PAYROLL PERIOD UNDER PREVIOUS STATUTE BEGINNING DECEMBER 27, 1957, SHALL BE ENDED ON WEDNESDAY, JANUARY 1, 1958, AND PAYROLLS FOR THIS PERIOD SHALL BE PREPARED ACCORDINGLY. SUBSEQUENT PAYROLLS SHALL BE ON THE BASIS PROVIDED IN SECTION 1 OF THIS ACT.

SECTION 6. LAWS REPEALED

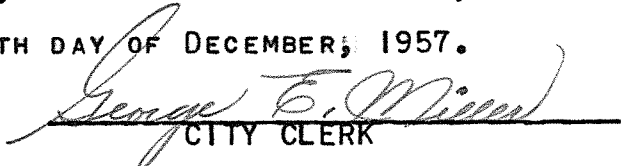
(A) THE PROVISIONS OF PREVIOUSLY ENACTED LOCAL LAWS AND RESOLUTIONS WHICH ARE INCONSISTENT WITH THIS LOCAL LAW ARE HEREBY SUPERCEDED.

SECTION 7. TIME OF TAKING EFFECT

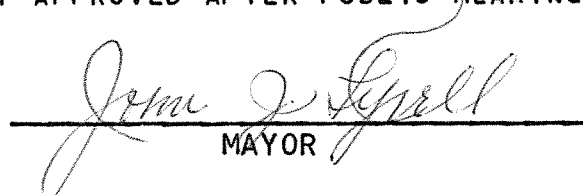
(A) THIS ACT SHALL BE IN EFFECT ON AND AFTER DECEMBER 27, 1957, AFTER PUBLIC HEARING AND APPROVAL BY THE MAYOR.

ON ROLL CALL: ALDERMEN HOLLAND, BRAULT, DAME, JABAUT, CORODIMAS AND FLYNN VOTED IN THE AFFIRMATIVE; NO ONE IN THE NEGATIVE, CARRIED.

CERTIFIED TO THE MAYOR THIS 20TH DAY OF DECEMBER, 1957.


CITY CLERK

THE FOREGOING LOCAL LAW IS HEREBY APPROVED AFTER PUBLIC HEARING HELD THIS 20TH DAY OF DECEMBER, 1957.


MAYOR