



DIRECT DEPOSIT POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding the direct deposit of their paychecks.

Policies:

It is the policy of the City of Wisconsin Rapids that all pay for employees, elected and appointed officials, committee members and commissioners be directly deposited into any financial institution of the employee's choice that offers this service.

Procedures:

1. Employees can utilize up to four (4) accounts. If, in the future, fees are charged to the City, the numbers of accounts may be reduced and limited to one.
2. Employees must complete a Direct Deposit Authorization form and designate the account(s) for the direct deposit. Completed forms must be returned to the Finance Department and will be maintained by the Finance Department.
3. The direct deposit will continue to be sent to the designated account(s) until the employee provides Finance with a new Direct Deposit Authorization form. Employees who wish to change financial institutions for their direct deposit should do so two weeks prior to the date on which the change will be effective.
4. Waiver requests by individuals will be considered by the Finance Director. The Finance Director has discretion and authority to approve waiver requests with sufficient justification, such as the inability of the employee to obtain an account at an eligible financial institution or an extreme hardship.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.