

HUMAN RESOURCE MANAGEMENT

Employee Compensation and Benefits

Policy 7-19

Policy

The Department of Children and Families' Human Resource Management Payroll Unit shall ensure that employee compensation and reimbursement are made in compliance with all federal and state statutes and regulations as well as each employee's collective bargaining agreement. In addition, the Payroll Unit shall ensure proper deduction for all state-sponsored benefits and any other deductions authorized by the employee or required by law.

Compensation

Compensation is set by state statute or regulation or the employee's collective bargaining agreement. The Payroll Unit shall ensure appropriate salary placement and shall take steps to prevent improper payments from being made.

**Reimbursement
For Expense**

Employee requests for reimbursement for expenses authorized by state statute or regulation or in accordance with the employee's collective bargaining agreement shall be reviewed and authorized for payment by the Payroll Unit.

**Employee
Benefits and
Other
Deductions**

The Payroll Unit shall ensure that all required deductions for state and federal taxes and other mandatory items are made from each employee's paycheck in accordance with the requirements of the Office of the State Comptroller.

Deductions mandated by court order, such as child support payments or wage garnishments, shall be administered through the Comptroller's Office.

Employee deductions for maintenance of benefits such as retirement, health insurance, dental insurance, life insurance and other state-sponsored supplemental benefits shall be made in accordance with the requirements of the Office of the State Comptroller.
