ADMINISTRATIVE ORDER NO. 76-4
OF THE
JEFFERSON COUNTY COMMISSION

PURSUANT to authority, The Jefferson County Commission hereby
issues the following Administrative Order:

PURPOSE

To establish a County-wide policy and
responsibility for proper issuance and
distribution of bi-weekly payroll checks.

POLICY AND RESPONSIBILITY. In order to ensure that all
County employees receive their payroll checks in a timely and
efficient manner, it is the policy of the Commission to place
responsibility on each Department Head - elected, appointed,
classified, unclassified, or otherwise - for ensuring that payroll
checks for employees in their respective departments are PROPERLY
distributed. The Commission expects each Department Head to
establish procedures to ensure that payroll checks are given only
to the individual whose name appears as payee on the payroll check.
Provided however, in cases where proper prior approval has been
received from the employee, payroll checks may be delivered to an
authorized agent of the payee.

Department Heads are responsible for putting every employee
in their departments on notice to immediately notify the Comptroller
of any lost or stolen check or where the employee fails to receive
his payroll check. Timely notice is crucial in order that the
Comptroller may issue a stop payment order on any such check. Upon
receipt of such notice, the Comptroller or anyone in his department
shall immediately communicate a telephone stop payment order to the
drawee bank. The Comptroller shall be responsible for complying
with the drawee bank's requirements for follow-up written stop payment
orders.

SYSTEM IMPLEMENTATION. This policy is effective immediately.
Following is a suggested guideline which Department Heads may use in
implementing this policy.

(a) All Department Heads should immediately take
steps to ensure that payroll checks are delivered
to appropriate supervisors for distribution to
the employees under his supervision.

(b) All Department Heads should immediately impress
upon their supervisors that the supervisors are
accountable for the proper distribution of payroll
checks to employees under their supervision.

(c) If an employee is unable to personally receive
his payroll check on payday, he may authorize
another to receive the check for him. Such
authorization should be in writing on the form
attached hereto. Such authorization must be executed by the employee (in the presence of the supervisor, if possible) and delivered to the supervisor by the employee prior to the payday.

(d) Before delivery of a payroll check to any employee or authorized agent not personally known to the supervisor, he shall require positive identification. Such identification may include driver's license, Social Security card, check cashing card, credit card, or military identification card. In the event that a supervisor is not satisfied with the identification presented to him, he shall not release the payroll check. Instead, he shall refer the matter to his supervisor and/or Department Head for resolution.

(e) In the event that a payroll check(s) is not distributed for any reason, it shall be returned to the Department Head by the immediate supervisor by 5:00 P.M. of the respective payday. Any payroll check undistributed after ten (10) working days, shall be returned to the payroll clerk of the Comptroller's Office.

(f) Any employee who fails to receive a payroll check for any reason, should immediately notify both his immediate supervisor and his Department Head. In the event of stolen, misplaced, or improperly distributed payroll checks, the Commission will cause an immediate investigation to assess responsibility and disciplinary action if necessary.

NOTICE. This administrative order should be immediately distributed and posted so as to be readily available to all County employees.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective immediately.

[Signature]

Tom Glodr, President
Jefferson County Commission
AUTHORIZATION REQUEST

I, the undersigned employee of Jefferson County, Alabama, hereby request delivery to and hereby authorize and empower the following named individual, to receive for me, in my place and stand as my duly authorized agent, my payroll check from my employer Jefferson County, Alabama. In consideration hereof I hereby release, discharge and hold harmless Jefferson County, Alabama its agents and employees from any liability or responsibility whatsoever from any loss, claims or damages arising out of said delivery of my check in accordance herewith and with Administrative Order No. 76-4 of the Jefferson County Commission dated , the terms of which I know and understand.

Authorized Agent:

Printed Name

Term of Authorization

Signature of Authorized Agent

In witness whereof I hereunto set my hand and seal this day of 19 .

Payroll Signature