RULE 10.3 – EXPIRED SERVICE AND CONTRACT ENDS DATES

Purpose

Good financial management requires that all employees in a limited position, on-call employees, and contractors paid through the City’s payroll system are not paid beyond their defined service or contract ends dates.

Definition

Employee – For the purpose of this rule an employee is one that is:
   A. working out of class;
   B. in a limited position with a specified end date; or is
   C. a contractor paid through the City’s Human Resources Management System of Record.

Service or Contract Ends Date – The last day an employee can work for the City in his/her identified role.

Rule

1. The Controller’s Office, Payroll Division shall not pay an employee for time worked beyond his/her service or contract ends dates.

2. Every agency/department shall ensure that a service or contract ends date has been identified and entered into the City’s Human Resource Management System of Record for every employee.

3. Every agency/department shall follow the City’s established rules to extend the applicable service or contract ends date when necessary.

4. Every agency/department shall ensure that steps are taken to prevent employment beyond the identified service or contract ends dates.

Procedures and Forms

The Controller’s Office is responsible for any procedures and forms associated with this rule.