

RESOLUTION NO. 82-19  
(CODIFIED)

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHICO AMENDING  
CHAPTER 2R.04 OF THE PERSONNEL AND EMPLOYEE REPRESENTATION  
RULES, SECTION 2R.04.045 “BIWEEKLY PAYROLL SYSTEM”**

WHEREAS, it is desirable that the payroll system of the City of Chico should be established and set forth in a codified form in the Chico Municipal Code; and

WHEREAS, Chapter 2R.04 of Title 2R of the Chico Municipal Code defines the Administration and Personnel and Employee Relations Rules, with Section 2R.04.045 subsection A currently specifying employee wage pay day as Thursday after the end of each biweekly pay period; and

WHEREAS, the current biweekly payroll system is complex and requires multiple days to process; and

WHEREAS the “Schedule of Assignments of Job Titles to Pay Plan Ranges – Classified Service, Exempt and Council Appointive Services” no longer exists in current annual City of Chico budgets; and

WHEREAS, the current reference to “holiday” requires clarification; and

WHEREAS, the reference to “discharged” employee in Section 2R.04.045 subsection E also requires clarification.

**NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the Council of the City of Chico as follows: That section 2R.04.045 of the Chico Municipal Code is amended to read as follows:

**2R.04.045 Biweekly payroll system.**

A. Effective on January 1, 2020, and thereafter, the payment of wages as established in Appendix B in the annual budget to permanent full-time, permanent part-time and hourly exempt employees shall be upon a biweekly basis. Such payments shall be made on the Friday immediately following the close of each biweekly pay period. However, if such Friday falls on a federal (bank) holiday, the finance director may, with sole discretion, considering the then current workload requirements of the finance office and the availability of staffing therefor, make payments on the

1 Thursday immediately preceding such Friday holiday. If the finance director determines that it is  
2 not possible to make said payments on the Thursday preceding the holiday, said payments shall  
3 then be made on the Monday immediately following said holiday. In either of the foregoing  
4 instances, the finance director shall give reasonable prior notice of the day upon which such  
5 payments are to be made to each city office and department.

6 B-C. [no change]

7 D. The city shall make payment of all wages to employees terminating by reason of  
8 resignation or end of temporary assignment in the same manner outlined in Subsection A.

9 E. The city shall make payment of all wages due employees separating service by reason  
10 of layoff or discharge on the next business day immediately following their date of separation.

11 F. [no change]

12 G. The provisions of this section shall become effective on and after January 1, 2020.

13 THE FOREGOING RESOLUTION WAS ADOPTED by the City Council of the City of  
14 Chico at its meeting held on November 26, 2019, by the following vote:

15 AYES: Huber, Morgan, Ory, Reynolds, Schwab, Brown, Stone

16 NOES: None

17 ABSENT: None

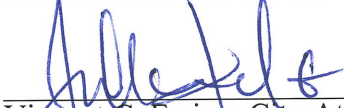
18 ABSTAINED: None

19 DISQUALIFIED: None

20 **ATTEST:**

21   
22 Deborah R. Presson, City Clerk

20 **APPROVED AS TO FORM:**

21   
22 Vincent C. Ewing, City Attorney\*  
23 \*Pursuant to The Charter of the City of  
24 Chico, Section 906(E)