

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

Name of Policy:                   **WAGE ADMINISTRATION**

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Purpose:           The Library's compensation and benefit programs include a combination of salary and benefits that are designed to attract and retain qualified employees and are administered by the City of Ottumwa.

Procedure:

1.     The City of Ottumwa completes the payroll.
2.     Paychecks are distributed according to City of Ottumwa policy.
3.     All wage payments shall be made to the nearest quarter hour.
4.     For job classifications and wage rates see current AFSCME/IOWA 3659-2 contract.
5.     The City shall withhold, where necessary, Federal withholding tax, State withholding tax, Social Security tax and IPERS, and may withhold, at the employee's request, credit union payments, deferred compensation plans and other employee approved items.

Date revised:  14 February 2011

By:  Ottumwa Public Library Board of Trustees