

FISCAL ACCOUNTABILITY RULES

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.