



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Policy

Title: DIRECT DEPOSIT

Number: LCC-94

Cancels:

Approved: May 22, 2012

I. OBJECTIVE

The purpose of this policy is to promote participation in and define the requirements of the County's Direct Deposit program. The direct deposit process is a more efficient and cost-effective manner in which to ensure employee receipt of pay.

II. DEFINITIONS AND REFERENCES

- A. Chapter 532, Florida Statutes, Devices Issued in Payment for Labor
- B. Employment Policies Manual, 10/1/11, 3.3 Employee Status
- C. Direct Deposit – the electronic deposit of funds directly into one or more account(s) at a financial institution as a form of payment. The County offers direct deposit of an employee's pay.

III. DIRECTIVES

A. Participation

1. New employees hired on or after June 1, 2012 are required to participate in the Direct Deposit Program and may not elect to cancel their participation. New employees include new hires, rehires and reinstated employees.

Candidates will be advised of this requirement through the conditional offer of employment, and the County will post related information on the internet employment area and other related pages.

New employees who can demonstrate a hardship or an inability to establish a direct deposit account can request an exception from the mandatory Direct Deposit program. To request an exception, a written request must be made to the Employee Services Director including an explanation of the hardship or inability. Such requests are subject to approval and not a guarantee.

2. Current employees who are participating in the Direct Deposit Program as of June 1, 2012 must remain in the program and may not elect to cancel their participation.
3. Current employees who are not participating in the Direct Deposit Program may join at any time. However, after joining they must remain in the program and may not cancel their participation.
4. Initial enrollment or changes to direct deposit information must be initiated through the completion of the Direct Deposit form available in the Forms section of the intranet.

B. Changes

When employees make changes to or close an account that is a payroll direct deposit account, they must notify the County's Finance Department in writing two (2) weeks prior to the payday in which the change is to occur and provide the new institution name and/or account number.

IV. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.



Leslie Campione
Chairman, Board of County Commissioners
Lake County