



Santa Cruz Consolidated
Emergency Communications Center

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Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE

Policy No: 340
Date Issued: March 18, 1993
Date Revised: January 8, 1998

APPROVED: 
Board Chairperson

SUBJECT: PAYROLL

1. The General Manager or his/her designee is authorized to sign and approve the Authority Payroll.
2. The General Manager will provide the Board of Directors with the following payroll reports:
 - 2.1 Periodic Expenditure Reports, not less than quarterly, which will include the total dollar amount expended during the given period.
 - 2.2 Annual Position Control Reports, which will include a listing of the total annual salary and benefit compensation paid to each employee of the Authority.
3. The General Manager may utilize the services of one of the Member Agencies or employ a private firm to provide payroll services for the Center.
4. The current payroll provider is:
 - 4.1 The Santa Cruz County Auditor/Controllers Office.
5. A Member Agency who provides payroll service for the Center is expected to charge the Center for such service.
 - 5.1 The costs for services provided by a Member Agency shall be negotiated prior to the adoption of the annual budget for each fiscal year and included in that budget.