

**11317. RESOLUTION 17-53 – RESOLUTION BY THE  
DELAWARE RIVER AND BAY AUTHORITY AUTHORIZING IMPLEMENTATION  
OF MANDATORY PAYROLL DIRECT DEPOSIT FOR ALL EMPLOYEES**

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is committed to providing its employees with a system of human resources administration that is based on principals and methods of employment practices; and

WHEREAS, the Authority is responsible for prudent financial governance with respect to those principals and frequently reviews its employment practices; and

WHEREAS, the Authority is committed to providing employee benefits designed to provide safety and reliability; and

WHEREAS, the Authority has reviewed its payroll processing methods to better align and streamline functionality with business operations; and

WHEREAS, payroll direct deposit provides timeliness, safety, and reliability of employees’ pay; and

WHEREAS, the Personnel Committee has reviewed the proposed recommendation to institute a policy requiring mandatory payroll direct deposit for all current and prospective full-time and part-time (seasonal and casual) employees and those returning to employment after a separation.

NOW, THEREFORE, BE IT RESOLVED that effective January 1, 2018, the Delaware River and Bay Authority hereby approves that all current, new, and returning full-time and part-time (seasonal and casual) Authority employees will be required to participate in mandatory payroll direct deposit as a term and condition of employment; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that effective January 1, 2018, the Authority will no longer issue hard copy “live” paychecks to current and prospective full-time and part-time (seasonal and casual) Authority employees.; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that Section V entitled Employment Requirements on page 10 of the Authority’s Personnel Manual, is hereby amended by adding a new Paragraph B as follows:

“As of January 1, 2018, all current and prospective full-time and part-time (seasonal and casual) employees are required to utilize direct deposit of paychecks. Payments by direct deposit will be made by Electronic Fund Transfer to a bank account, credit union account, payroll card or any other Authority issued medium. Paper checks will not be issued. Electronic detailed pay advises will be made available by the Authority at each payday.”

A motion to approve Resolution 17-53 was made by Commissioner Bennett, seconded by Commissioner Decker, and approved by a roll call vote of 9-0.

#### Resolution 17-53 Executive Summary

Resolution: Authorizing Implementation of Mandatory Payroll Direct Deposit for All Employees

Committee: Personnel Committee

Committee/Board Date: October 17, 2017

Purpose of Resolution: To approve the proposed recommendation to require mandatory payroll direct deposit for all current, new and returning full-time and part-time (seasonal and casual) employees as presented by the Executive Director and Chief Human Resources Officer.

Background for Resolution: The Human Resources and Finance Departments have been in partnership to take steps to streamline the payroll process. With input from the Executive Director, other functionalities of payroll have been streamlined to allow for fewer errors and more accuracy in payroll processing.

An additional recommendation for streamlining payroll functions include eliminating the processing of “live” hard copy paper paychecks for all current, new, and returning full-time and part-time (seasonal and casual) employees and implement mandatory payroll direct deposit as a term and condition of employment.

Payroll direct deposit is the safest way to deposit money without having to worry about lost, stolen or damaged checks. This offers employees an added layer of safety, confidentiality and convenience.

Future plans are to have paperless (electronic) payroll advices accessible by all full-time and part-time (seasonal and casual) employees through the Authority’s employee self-service portal.