

**ALLEN COUNTY CODE TITLE 1
GENERAL PROVISIONS**

**ARTICLE 22
MANDATORY DIRECT DEPOSIT**

1-22-1 CHAPTER 1: PURPOSE

The purpose of moving to mandatory direct deposit is to standardize payroll operations and also to ensure continuity of payroll function in the event of a man-made or natural disaster or emergency. In the event of a man-made or natural disaster or emergency, payroll will be completed according to the provisions of Allen County's Continuity of Operations Plan.

1-22-2 CHAPTER 2: DIRECT DEPOSIT

All employees of Allen County shall be signed up to receive their paycheck via direct deposit into a bank account(s) on file with the Auditor's Office.

1-22-3 CHAPTER 3: EXCEPTIONS TO POLICY

In the event an employee of Allen County cannot open a bank account(s), the employee may apply for an exception to this policy by submitting a written request to the Board of Commissioners outlining the reason(s) why the employee cannot comply with this policy.

1-22-4 CHAPTER 4: Effective Date

1-22-4-1

This Ordinance shall become effective upon passage.

Ordinance # 3-12-10-03 passed March 12, 2010