

Electronic Direct Deposit Policy

Town of Durham, Maine

INTRODUCTION

Electronic direct deposit is an efficient, secure and convenient method for delivering payments. Direct deposit ensures that an individual's payment is deposited at a specified time even if they are out due to illness, vacation or other approved leave. Electronic funds can be made to any financial institution in the United States.

POLICY

This policy applies to all Durham employees, including but not limited to: full time employees, part time employees, all emergency service employees and stipend employees. Employees are **required** to participate in direct deposit as a condition of employment.

Effective August 14, 2018, and implemented by November 29, 2018, Town of Durham employees shall receive **all** of their pay in the form of an electronic direct deposit. Electronic direct deposit payments can be deposited to any checking or savings account of the employee's choice at any US financial institution. Pay may be disbursed into up to 2 (two) different accounts.

All monies paid through direct deposit will be will be disbursed on Friday by 3:00 p.m. to the employee's account on file and available no later than forty-eight (48) business hours after the day of disbursement. As such, direct deposit payments will be available at the receiving financial institution no later than the following Tuesday (Wednesday on weeks with a Monday Holiday).

Employees are solely responsible for notifying the Town Office of any changes in their banking information; such as account number changes, closed accounts or bank routing number changes. Failure to notify may result in a delay of payment.

Date: 11/27/18

Selectmen:

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Attest, A True Copy,

[Signature]
Durham Town Clerk