

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
DISTRIBUTION OF APPROVED DOCUMENTS AND MATERIALS WITH THE PAYROLL

Purpose -

To ensure appropriate distribution of documents within the county and to ensure against unauthorized dissemination of non-county materials with the payroll.

1.0 Policy -

This policy will set forth the preferred handling of approved documents and non-county generated materials intended to provide information of benefit to the County and to county employees with regard to use of payroll distribution.

2.0 Procedures -

- 2.1 The following guidelines govern acceptance of materials for distribution to county employees with the payroll:
 - 2.1.1 First priority shall be given the Salt Lake County "FYI" publication, which should contain all information approved for that publication by its editorial review board.
 - 2.1.2 Second priority shall be given to those materials approved for distribution by the FYI Editorial Review Board, but not for inclusion in the FYI.
 - 2.1.3 Requests to include non-county materials with the payroll shall be approved for distribution by Human Resources, then by the Auditor's Office or other elected county official, if necessary.
- 2.2 Any requests to include county materials with the payroll must be made at least three working days before the date of payroll distribution.
- 2.3 Any requests to include non-county materials with the payroll must be made at least seven working days before the date of payroll distribution.
 - 2.3.1 It is anticipated that only one request for material distribution from a non-county entity can be accommodated per month, preferably on the payday (the fifth of each month), opposite that when the FYI is distributed.
- 2.4 Materials approved for distribution must be received in the Auditor's Office no later than noon of the day prior to the payday of distribution. The Auditor's office requires materials approved for distribution be offset in stacks of 50 each.
 - 2.4.1 Distribution of approved materials with the payroll by a non-county entity shall require prepayment of a \$50.00 fee to cover costs of distribution.
 - 2.4.2 The fee is payable at or before the time of material delivery.

2.4.2.1 Checks covering these fees shall be made payable to "County Treasurer" and deliverable to the County Auditor.

2.5 To ensure that all procedures are properly executed, each request must be accompanied by a completed Request Form (copy attached at the back of this policy).

APPROVED and PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date

DISTRIBUTION OF APPROVED DOCUMENTS AND MATERIALS WITH THE PAYROLL

INSTRUCTIONS: This form is to accompany each request to distribute material under the provisions of the above-captioned policy. The person submitting the request is to complete the first section. The County employees involved in approving and routing the material are to complete the appropriate section, check-off the "section" as it is routed, and indicate, by initials or signature, approval/disapproval of the steps where approval is required. After your review, please route the form to the next office indicated.

TO BE COMPLETED BY PERSON REQUESTING DISTRIBUTION:

Person submitting request _____ Phone

County organization represented

Non-County organization represented:

NOTE: There is a \$50.00 fee required to cover cost of distribution, payable to "County Treasurer" and deliverable to the County Auditor.

Date of this request _____ Materials to be distributed with payroll of (date)

STEPS TO BE FOLLOWED:

- ___ 1. Reviewed by FYI Editorial Review Board
 - ___ Include in FYI
 - ___ Other means of distribution

- ___ 2. Reviewed by Human Resources

- ___ 3. Reviewed by Auditor