



City of Broken Arrow

Request for Action

File #: 17-2308, Version: 1

**Broken Arrow City Council
Meeting of: 06-15-2017**

**To: Mayor and City Council
From: Office of the City Manager
Title:**

Approval of the Payroll and Benefit Calendar for Fiscal Year 2017-18

Background:

The Payroll and Benefit Calendar for fiscal year 2017-18 is attached for the Council's consideration and approval. This calendar establishes the pay periods and pay dates for all regular and supplemental payrolls as required by the Code of Ordinances, personnel rules and regulations and labor agreements. Approval of the calendar also provides advance authorization for the Finance Department to pay each employee as provided in the rules and regulations and to promptly submit contributions and payments of employer paid benefits and payroll taxes that are calculated as a percentage of payroll to the appropriate entity. Funding for payroll and employer paid benefits has been appropriated in the General Fund and Municipal Authority budgets.

The employer paid benefits that are based upon a percentage of payroll and will be authorized by approval of this calendar include:

- The Oklahoma Municipal Retirement Fund 10% of gross payroll;
- The Oklahoma Firefighters Pension and Retirement Fund 14% of pensionable salary;
- The Oklahoma Police Pension and Retirement Fund 13% of pensionable salary;
- Long-term Disability benefits presently provided through UNUM 0.5% of gross payroll;
- Social Security payroll taxes 6.2% of gross payroll; and,
- Medicare payroll taxes 1.45% of gross payroll.

Staff recommends that the Council approve the Payroll and Benefit Calendar for fiscal year 2017-18.

Cost: As appropriated in the General Fund and Broken Arrow Municipal Authority

Budgets

Prepared By: Jannette McCormick, Human Resources Director

**Reviewed By: Finance Department
Russell M. Gale, Assistant City Manager - Administration
Legal Department**

Approved By: Michael L. Spurgeon, City Manager

Attachments: Payroll and Benefit Calendar for Fiscal Year 2017-18

Recommendation:

Approve the Payroll and Benefit Calendar for fiscal year 2017-18.