

Kane County Financial Policies	Lump Sum Distribution Policy
	Amended by the County Board:

LUMP SUM DISTRIBUTION POLICY

1. For the purpose of this policy, lump sum distributions are defined as compensation to employees that are in addition to their base wage or salary and in addition to that which is required by collective bargaining agreements (e.g. “specialty pay” or payouts of unused benefit time), by the Department of Labor (e.g. overtime), by the Kane County Code (e.g. per diem) and by the Kane County Employee Handbook (e.g. termination pay).
2. It shall be the intent of the County for each lump sum distribution request to include a description of the purpose of the lump sum distribution, and that the description will be entered into the payroll system so as to be available for reporting purposes. Therefore, it is required of all department heads and requested of elected officials to provide such a description when submitting lump sum distribution requests.
3. It shall be the intent of the County for all lump sum distributions to be reported on a monthly basis in detail (date of payment, recipient of payment, description of payment, and amount of payment) by the Department of Human Resource Management to the Human Services Committee.
4. It shall be the intent of the County for all lump sum distributions to be posted to a General Ledger account that is separate from the “salaries and wages” account (i.e. “lump sum distribution”) with the exception of retroactive base salary and wage adjustments.
5. It shall be the intent of the County for all lump sum distributions to be processed through the Payroll System, to be included as a line item on the employee’s biweekly paycheck and to be paid in the same manner as the employee’s biweekly paycheck is normally paid.