

POLICY NO:	PE 002
POLICY TITLE:	COUNTY PAYROLL SCHEDULE
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	09-02-94 (February 1994)
REVISION DATE:	31-05-95; 14-11-97; 07-08-00; 08-02-02; 38-02-13 (February 26, 2013)
REVIEW DATE:	

Policy:

The Council expects that payroll payments shall be issued to all County employees on a regular basis; therefore, the following guidelines must be enforced.

Pay Periods:

1. Council - from the first day of the month to the last day of the following month, inclusive.
2. Hourly or casual employees - from the first to the last day of the month, inclusive.
3. Salaried employees - from the first to the last day of the month, inclusive.

Payroll Documentation:

Under normal circumstances the submission of payroll information to the payroll department shall be due as follows:

1. Council – at the first meeting of the following month
2. Hourly or Casual employees - on or before the second of the month, the supervisor shall submit completed and approved payroll information.
3. Work Tech employees – shall submit daily timesheets for that week, on each Friday of the month and the supervisor shall submit completed and approved monthly timesheets on or before the second of each month
4. Salaried employees - on or before the fourth of the month, the supervisor shall submit completed and approved payroll information.

Issuance of Payroll Payments:

Under normal circumstances the issuance of payroll payments shall be due as follows:

1. Council - on the last Friday of the month or the twenty-seventh (27th) day, whichever is earliest

2. Hourly or casual employees - on the tenth (10th) day of each month. In a month where the tenth day falls on a weekend or holiday, the ninth (9th) shall be the date payable.
3. Salaried employees - on the last Friday of the month or the twenty-seventh (27th) day, whichever is earliest.
4. When a seasonal layoff occurs between scheduled paydays the payroll department will make an attempt to process pay cheques at the earliest opportunity after receiving final approved timesheets and all termination documentation.
5. In the month of December, payroll payments will be issued prior to Christmas.

NOTE: The first payroll payment for new employees will be issued at the next appropriate payroll run providing the required payroll information is submitted by the supervisor.