

POLICY NO:	PE 011
POLICY TITLE:	PAY ADVANCES
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	36-06-96 (June 1996)
REVISION DATE:	12-05-00; 14-12-04 (December 2004)
REVIEW DATE:	

Guidelines:

Persons employed by the County of Vermilion River #24 will be permitted a pay advance as follows:

1. One Time Advance
2. Monthly advance on a continuing basis

Procedure:

1. One Time Advance
 - a. Pay Advances must be authorized by the Department Manager
 - b. Written requests must be given to the Administrator or Assistant Administrator for processing
2. Monthly Advance on a continuing basis
 - a. New employees may chose a monthly pay advance as part of their pay set up
 - b. At the beginning of each year County employees may opt in or out of the monthly advances for the following year. Notification of any changes should be given to the office by Jan 1.
 - c. Salaried employees will receive their advance on or about the 10th of each month
 - d. Hourly employees will receive their advance on or about the 20th of each month
 - e. Advance will have the appropriate source deduction taken off
 - f. Department Managers must sign off on all monthly advance to ensure the advance does not exceed 50% of the wage earned.