

2 - EMPLOYMENT

2.4 - Pay Periods/Pay Days

Revised: July 1, 2007

The City's pay periods consist of fourteen consecutive days. Payment for time worked in the pay period is made on the Thursday following the ending day of the pay period. If the payday falls on a holiday payment is made on the preceding regular workday.

Salaried employees are paid on a bi-weekly (every two weeks) basis not on the basis of an annual salary divided by 26 or 27 pay periods.

Payroll checks and payroll direct deposit information are delivered to the City Clerk's office. Department Directors or Division Managers, or their designee, are required to sign receipts for paychecks and direct deposit information received for their department or division for distribution to the employees.

If an employee has designated a person other than the Department Director or Division Manager to pick up his or her paycheck an authorization signed by the employee must be presented and the designee must sign a receipt for the paycheck.