

2 - EMPLOYMENT

2.4 - Pay Periods/Pay Days

Revised: July 1, 2007

Revised: December 2018

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 paper payroll direct deposit information are delivered to the main City Hall office. Department Directors or Division Managers, or their designee, are required to sign receipt for paychecks and direct deposit information received for their department or division for distribution to the employees. Employees have the option to have their pay stub emailed directly to them in lieu of a pay check or paper direct deposit pay stub.

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.