

## **PAY ADMINISTRATION**

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The Board of Commissioners may, at its sole discretion, review and adjust the salary of the Manager annually, or as deemed necessary.

The Manager may, upon approval by the Board of Commissioners, review and adjust the salary of Exempt and Non-exempt employees annually, or as deemed necessary.

Your pay as a new employee is established based on the pay level of current employees in the same or similar positions and your previous experience and skills.

Information about your rate of pay and increases in pay, if any, is individual and we ask that you exercise discretion and care regarding any discussion of these matters.

## **PAY PRACTICES**

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### ***Paydays***

*Employees are paid bi-weekly every other Wednesday.*

*Replace with:* Employees are paid Semi-Monthly with the hours worked the 1<sup>st</sup> through the 15<sup>th</sup> to be paid by the 20<sup>th</sup> and the hours work the 16 through the end of the month to be paid by the 5<sup>th</sup> of the following month.

### ***Payroll Deductions***

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

### ***Delivery of Paychecks***

*Your paycheck will be handed to you each payday. Paychecks will not be delivered to anyone else without your written request.*

*Replace with:* Paychecks will be direct deposited to your designated account unless you opt to receive a manual check.

### ***Method of Payment***

A statement showing gross earnings, deductions, and net salary will accompany each paycheck

### ***Employee Withholding Allowance Certificates (Form W-4)***

You are required under federal law to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the date of hire. You must file a new W-4 form at any time the number of entitled exemptions decreases to fewer than the number being claimed. New W-4 forms may be filed when the number of entitled exemptions increases, if desired, but it is not required. You may increase withholding by claiming fewer exemptions than entitled or by requesting additional withholding be made if you find that insufficient tax has been withheld to meet your year-end tax liability.

### ***Time Records for All Employees***

The time card/time sheet is a record of time worked and must be filled out daily. It provides a permanent record of the time spent on the job, indicating the exact time worked. Each non-exempt