

Warren-Newport Public Library District Staff Manual

403 Paydays

Effective Date: 07/12/2006

Revision Date: 07/01/2006; 12/18/2018

Exempt employees are paid biweekly on every other Friday. Each paycheck for an exempt employee will include earnings for all work performed through the end of the previous payroll period.

Deleted: current

Nonexempt employees are paid biweekly on every other Friday. Each paycheck for a nonexempt employee will include earnings for all work performed through the end of the previous payroll period.

Deleted: ¶

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Deleted: In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. ¶

Employees are strongly encouraged to have their pay directly deposited into their bank accounts by providing advance written authorization to the Warren-Newport Public Library District. Employees will receive an itemized statement of wages when WNPLD makes direct deposits.

Deleted: may

Deleted: if they

Deleted: e