

### **3.8: Payroll Deductions and Pay Day**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

Employees are paid once a month on the last workday of the month. Payment is based upon a monthly or hourly rate in accordance with the authorized salary established for each County position.

##### **Employee Payroll Advances**

New employees will be eligible for advance pay in the first month of employment, payable on the 15th of the month. New employee advance requests must be approved by the employee's department director, the Finance Director, or the Director of People Services, and the request must be received in the Finance Department by the 10th of the month. Advances shall not exceed an employee's net earnings at the time of the advance.

Employees may request payroll advances; however, each employee may receive no more than two payroll advances per calendar year. Advances shall not exceed an employee's earnings at the time of the advance.

##### **Payroll Deductions**

Deductions that are required by law will be withheld from employees' pay and paid by the County. All eligible employees shall contribute to the retirement fund; deductions for employee contributions to that fund are withheld from employees' pay. Optional payroll deductions for medical/dental/vision/life insurance coverage, financial institutions, savings bonds, and other miscellaneous deductions may be taken when approved by the Board of County Commissioners and authorized by employees.

##### **Deductions While on Leave without Pay**

Prior to being placed in a leave-without-pay status, it is the responsibility of employees to make arrangements with the People Services Department and the Finance Department if they desire to continue contributions for insurance premiums. Employees are requested to make these arrangements at least ten (10) days prior to being placed in a leave-without-pay status. In cases of emergency, arrangements should be made as soon as possible. Failure to do so may result in termination of benefits.