

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Pay Periods/Paydays

CHAPTER: VI

SECTION: 1

EFFECTIVE DATE: 1/81

REVISION DATE: 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The salaries and wages of all employees shall be paid bi-weekly. In the event this day is a holiday, the preceding day shall be the payday. Every reasonable effort will be made to pay the second and third shift employees one (1) day previous to the day that first shift employees are paid.

II. GUIDELINES

A. Recording Attendance

1. The employee records his/her time and attendance on a daily basis on the electronic sign-in sheets.
2. The department supervisor then reviews these sign-in sheets and assigns deviation codes where needed (e.g. for sick time or vacation

time taken), then approves and signs timesheets and forwards them to the Business Office.

B. Pay Days

1. Employees are normally paid every other Friday, unless this day is a holiday, in which case the normal payday will be Thursday of the same week.
2. Paychecks are sorted by department for distribution; each department distributes paychecks to its individual employees.