

# CITY OF COMMERCE ADMINISTRATIVE POLICIES

## PAY PERIODS

### 1.0 PURPOSE

To establish a uniform pay period schedule for City Employees.

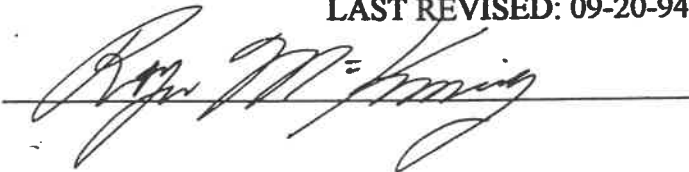
### 2.0 POLICY

- 2.1 City employees are paid every other Thursday.
- 2.2 There are 26 pay periods in a year.
- 2.3 If a pay day falls on a holiday, the day of pay will be the last working day preceding the normal pay day.
- 2.4 Except for exempt employees, wages are calculated on an hourly basis.
- 2.5 Checks are distributed by the Accounting Supervisor to each Department Head by noon on the Thursday following the close of the pay period.
- 2.6 The payroll check stud will contain a statement of earnings, deductions, vacation, sick leave balances, and compensatory time balances for the period covered by the payment.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL: \_\_\_\_\_



payprds.adp