

**Policy Statement:**

The Village of Innisfree believes that it is in the best interests of its Employees, that the Employees understand the method and payment of wages and salaries.

**Purpose:**

To establish the method and timing for the payment of wages and salaries.

**1. Principles:**

**1.1 TIMESHEETS:**

- 1.1.1** All Employees, shall be paid based on the number of hours worked as reported on the Village timesheets and approved by the CAO.
- 1.1.2** The Employee shall complete and sign Village timesheets indicating:
  - 1.1.2.1** Dates and hours worked
  - 1.1.2.2** Nature of work performed
- 1.1.3** All timesheets shall be completed, approved and submitted on a weekly basis to the CAO by the following Monday and prior to vacation starting.

**2. Responsibilities:**

- 2.1** The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

**3. Procedures:**

- 3.1** All Employees in part time permanent positions shall be paid on an hourly basis.
- 3.2** Mid-month advances shall not exceed 40% of the Gross estimated monthly salary.
- 3.3** The calculation for payment of hourly paid employee wages shall be: Hourly  
Wage times number of hours per day
- 3.4** The calculation for payment of salaried employee' wages shall be:  
Annual Salary divided by 12 months
- 3.5** At the end of each quarter (March 31, June 30, Sept.30 and Dec.31 annually) the salaried Employees' wages will be reduced by the hours not worked within the previous three-month period.

**3.6 Timing of Payment:**

**3.6.1** All salaried Employees shall be paid on the closest Business Day to the 15<sup>th</sup> of each month and on the last banking day of each month.

**3.6.2** All hourly Employees shall be paid bimonthly on the 15<sup>th</sup> and last day of the month for the two weeks worked up to the week prior to each pay day.

**3.6.3** Any Employee may choose to be paid once per month, on the last banking day of the month.

**3.7 Method of Payment:**

All Employees shall be paid by cheque and shall have their pay cheque sent to them in the mail on each payment date, unless other arrangements have been made and are approved by the Chief Administrative Officer.

**4. End of Procedure**