

**Title: Human Resources Management
Policy – Payment of Wages & Salaries**

Policy No: 1970-01

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: NIL

Policy Statement: The Town of Hardisty believes that it is in its best interests that the employees understand the method and timing of the payment of wages and salaries.

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

Principles:

1) TIME SHEETS

- a) All employees, except the CAO shall be paid based on the number of hours worked as reported on Town timesheets and approved by their supervisor.
- b) The employee shall complete and sign Town timesheets indicating:
 - i) Dates and hours worked
 - ii) Nature of work performed
- c) 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) BASIS OF PAYMENT

- a) All employees in full time permanent positions shall be paid on a salaried basis.
- b) All Public Works shall be paid on an hourly basis except the Town Foreman and Operator One whom will be paid on a salaried basis.
- c) All employees in part time permanent positions shall be paid on an hourly basis.
- d) All employees in contract positions shall be paid on an hourly basis.
- e) All salaried employees shall be paid every two weeks based on their biweekly rate of pay. The biweekly rate of pay for an employee shall be calculated as the hourly rate of pay for the employee times the regular hours of work in a day for that employee times ten days.
- f) All hourly employees shall be paid every two weeks based on their hourly rate of pay and the number of hours worked in that two week period.

3) TIMING OF PAYMENT

- a) All salaried employees shall be paid every second Thursday for the two weeks worked up to that pay-day.

- b) All hourly employees shall be paid every second Thursday for the two weeks worked up to the week prior to pay-day.

4) METHOD OF PAYMENT

- a) All employees shall be paid by way of electronic funds transfer unless there are special circumstances requiring that an employee be paid by actual paycheque and approved by the Chief Administrative Officer.
- b) Any employees requiring payment by actual pay cheque shall have their pay cheque sent to them in the mail every second Thursday, unless other arrangements have been made and approved by the Chief Administrative Officer.