

	<b>City of Albany</b> Human Resources Policy Policy #: HR-BC-13-001 Title: Pay Periods	<b>Benefits &amp; Compensation</b>
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**Purpose** This policy is to provide all employees with an understanding of when to expect a pay check at the City of Albany.

**Policy** **Pay Periods**  
The City of Albany issues pay checks or direct deposit vouchers to employees on the last working day of the month, or the day before if it falls on a weekend or holiday.

Non-exempt employees are paid for all hours worked and will receive overtime for hours worked in excess of forty (40) hours in any given work week. Exempt employees are paid a set salary and any exceptions to the set salary are to be noted on the timesheet and must be in compliance with the Fair Labor Standard Act rules governing pay deductions for exempt employees.

Employees should complete their timesheet and hand it into their direct supervisor by the 16<sup>th</sup> of each month. It is the supervisor’s responsibility to approve their employee’s timesheet(s) and to forward on the approved timesheet(s) to payroll within two working days after the 15<sup>th</sup>. Any discrepancy noted by a supervisor should be resolved with the employee prior to the timesheet being approved and sent to payroll.

**Draw Payroll**

Regular full-time employees and regular part-time employees who work at least 20-hours per week are eligible to receive a draw payroll for up to fifty (50%) percent of their net earnings.

Any temporary or regular part-time employee working less than 20-hours per week that will not receive a regular paycheck within 35-days of hire will be eligible for a one-time draw paycheck within the first 35-days of hire.

**Definitions** Work Week- means any seven consecutive days as determined by the employer.

**References** Refer to specific Collective Bargaining Agreements.

**Review and Authorization**

Supercedes: ERP No. 1.8.b; 12/1/1988	Created/Amended by/date: MBAH;8/24/2004	Effective Date: 11/1/2004
HR Director:	City Manager:	

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1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes