



**Jefferson County Emergency Services Agency  
Administrative Policy**

**AP 1110**

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**Compensation Method**

Board Approval:

*R M Kelly, Chairman*

Date: 4/26/16

All employees of JCESA will be paid bi-weekly, every other Thursday, via direct deposit to the employee's bank account. The JCESA may from time to time modify the pay date to accommodate holidays.

Total weekly hours for calculation of pay are hours actually worked, plus hours credited for holiday observance, plus hours not worked but credited as leave (medical, annual, etc.)