

| <i>Jefferson County Policies & Procedures</i> | | | |
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| Policy Name: | Calculation of Compensation | Approved: | 10/14/2010 |
| Policy Number: | 201 | Author: | Boyde |
| Associated: | | | |

POLICY

The Jefferson County Commission provides regular pay periods for all employees of the Jefferson County Government.

Pay Periods

- All employees will be paid on a bi-weekly basis
- Pay periods are based on a Sunday through and including the second Saturday
- Individual time sheets are the basis for payment of salary and wages
- Any misrepresentation of facts on the time sheet may be grounds for dismissal

Calculation of Pay

Pay day will be on the Thursday following the end of the pay period, and will include payment for all hours worked during the pay period. Under no circumstances will advances on wages be made, nor will individual paychecks be issued in advance of a scheduled pay.

- Salaries and rates of pay are set by the adopted salary and compensation schedule adopted by the Jefferson County Commission on October 14, 2010.
- Hours for persons assigned to mandate or approved emergency duty on contiguous Saturdays and Sundays will be counted on the same week.

Time Recording

Individual time sheets are the basis for payment of salary and wages. The individual time sheet must be signed by the employee and department head. No wage or salary payment will be made without the properly signed document. Time sheets are due in the payroll office no later than Monday, following the close of a pay period.

Calculation of Pay

An hourly rate is calculated in order to compute the cash value of unused vacation and sick leave, salary deductions for unauthorized absences from work, etc... The hourly rate is determined by dividing the annual rate of pay by 1820 hours (35 hour work week) or 2080 hours (40 hour work week) whichever is appropriate.