

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.2

### PAY PERIODS

There are normally twenty-six (26) pay periods per year. All employees are to be paid every other Friday on a two (2) week delayed system. The bi-weekly payroll period for all employees is from 12:01 a.m. Sunday through 12:00 midnight the second Saturday.

If a holiday occurs on a Friday on which a pay day falls, paychecks will be issued on the preceding Thursday, except under extenuating circumstances, in which case paychecks will be issued as soon as they are available as determined by the County Auditor.

Questions regarding an employee's pay are to be referred immediately to the respective Supervisor for resolution.

Pay advances of any kind are not permitted.

During seasonal breaks, seasonal employees may pick up their checks or provide the Fiscal Office with a self-addressed, stamped envelope for mailing. If checks are not mailed or picked up, they will be available the first day on which the seasonal employee returns to work, but in no case will checks be held beyond 30 days. Checks will be returned to the County Auditor's Office after thirty (30) days.

Adopted: 1/26/98

Updated: 7/24/2012