



## TOWN OF HILLSBOROUGH PERSONNEL POLICY

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POLICY 501

CREATED 8/26/97

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**SUBJECT: PAY PERIODS AND PAY CHECKS**

**PURPOSE:** To establish a uniform pay period schedule for Town employees.

**STATEMENT OF POLICY:**

There are 26 bi-weekly pay periods per year. A listing of pay periods is available annually by the Finance Department.

Town employees are paid every other Friday.

If a pay day falls on a holiday, the day of pay shall be the last working day preceding the normal pay day.

Checks are distributed by the Finance Department to designated employees in each department on the Friday following the close of the pay period. Employees receive with each paycheck a statement of earnings, deductions, vacation, sick leave and compensatory time balances for the period covered by the payment.

Paychecks will not be released to anyone other than the employee, unless the employee has provided Finance with written authorization.

Employees may have their pay checks electronically deposited into their savings and checking accounts, if they provide the Finance Department with written authorization.

Employees cannot receive pay checks in advance of the normal pay day, other than as listed above in relation to a holiday.