

		POLICY
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SECTION: HUMAN RESOURCES		NO: HR-PAY-03 Date: May 11, 2020 Next Review Date: May 2022
REFERENCE: PAYROLL		

TITLE: DIRECT DEPOSIT

1.0 OBJECTIVES

- 1.1 The City of Dryden maintains a mandatory direct deposit system for all payroll distribution.
- 1.2 Upon hiring, each new employee shall complete a Direct Deposit Form.
- 1.3 Options for direct deposit are outlined on the Direct Deposit Form.

History			
Approval Date:	February 20, 2006	Approved by:	Resolution
Amendment Date:	March 20, 2017	Approved by:	CAO
Amendment Date:	May 11, 2020	Approved by:	CAO
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.