

		<b>POLICY</b>
<b>SECTION: HUMAN RESOURCES</b>	<b>NO: HR-PAY-02</b>  <b>Date: October 8, 2020</b>  <b>Next Review Date:</b> <b>October 2022</b>	
<b>REFERENCE: PAYROLL</b>		

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**TITLE: PAY PERIODS**

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**1.0 OBJECTIVES**

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- 1.1 The City of Dryden shall pay wages and salaries in accordance with collective agreement(s), contracts of employment or in accordance with City Policy.
- 1.2 The scheduled pay day for all employees is every second Friday which results in twenty six (26) pays per year. The City of Dryden uses a computerized payroll system resulting in a direct deposit of monies.
- 1.3 There shall be a one (1) week hold back on payroll for all new employees.
- 1.4 At the beginning of each year, each employee shall be provided with a pay schedule calendar.
- 1.5 Pay advances will not occur under any circumstances.
- 1.6 Pay stubs/slips will be provided electronically to each employee as identified on the Payroll Deposit Notification - Email Authorization Form.

History			
<b>Approval Date:</b>	February 20, 2006	<b>Approved by:</b>	Resolution
<b>Amendment Date:</b>	March 20, 2017	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>	October 8, 2020	<b>Approved by:</b>	CAO

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