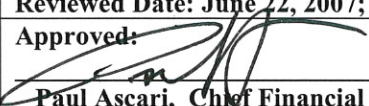
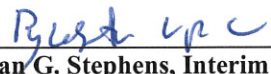




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2035	Payroll – Method of Payment
Origination Date: May 1997	
Revision Date: March 2004; August 2006; May 2008; July 10, 2009; July 31, 2010; September 24, 2012; October 10, 2014, October 17, 2016	
Reviewed Date: June 22, 2007; July 21, 2013	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to set forth the method of payment to employees for hours worked.

PROCEDURE:

1. Regular full-time salary exempt employees receive 24 paychecks each year. All other employees receive a number of paychecks that corresponds to the amount of time worked and the submission of electronic/paper (for new employees) timesheets to payroll. Paychecks are issued on the 15th and last day of the month. As of August 15, 2014, all full-time salary exempt employees have 80 hours of salary in arrears.
2. Supervisors inform employees of the time and place to obtain their checks. Normally, checks cannot be issued in advance of the regular payday. (See policy on Distribution of Paychecks and Payroll Advance for detailed procedures and exceptions.)
3. The checks are released only to the person designated to pick up paychecks by the site supervisor. If an employee is absent and unable to call for his check, he can have someone pick it up as long as that person presents a signed authorization by the absent employee. If an employee foresees an absence on payday, he may provide Payroll with an approved Request for Leave form to show his absence, so he can pick up his check from Payroll prior to payday if the payroll check is ready.
4. Upon resignation, an employee is issued his terminal check on the next regularly scheduled payday after resignation/last day worked if all agency equipment has been returned to the agency, all appropriate HR-Payroll paperwork has been completed, and all other debts satisfied.
5. When an agency holiday falls on a pay day, wages are paid at the normal time for all employees on the day before the holiday.
6. Employee inquiries concerning paychecks should be directed to their supervisor. The supervisor will assist the employee or direct the inquiry to the Payroll Office if appropriate.
7. Full-time salary exempt employees are paid on a “salary basis.”
 - a) Full-time salary exempt employees receive predetermined salaries, regardless of the number of hours they are scheduled to work in a given pay period at regular intervals. Gross salary divided by 24 pay periods per year equal the gross salary amount per pay period.
 - b) Full-time salary exempt employees do not have deductions for approved time off provided they have sufficient leave to cover their absence. However, deductions may be made when the employee is absent from work for a day or more for personal reasons other than sickness or accident as defined by the Leave Policies.
8. The standard work period is 40 hours per week. All benefits are paid and calculated on the basis of the standard definition of a “day” as an eight (8) hour period. The workweek begins on Sunday at midnight and ends on Saturday at 11:59 pm.