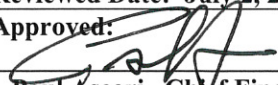
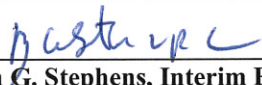




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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|---|---|
| Policy # 2036 | Payroll Advance |
| Origination Date: May 1997 | |
| Revision Date: March 2004; April 14, 2006; June 22, 2007; Nov 19 2009; June 2011; October 10, 2014 | |
| Reviewed Date: July 2, 2012; July 21, 2013; October 17, 2016 | |
| 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 that payroll advances not be given except in emergency situations.

PROCEDURE:

1. In cases of emergency, a permanent employee may submit a written request to his Department Director for pay in advance of the pay date.
2. The request for an advance is evaluated by the Department Director and the Chief Financial Officer (CFO) and/or the Executive Director (ED). Approval is based on the nature of the emergency, the employee's history, if a prior request has been made in the past, and if payroll has already been processed.
3. Requests will be limited to 25% or less of the salary/wage amount.
4. The Department Director notifies the employee whether the request is approved or denied.
5. If the request is approved, the Assistant Financial Director or CFO notifies:
 - a) Accounts Payable to issue the advance check.
 - b) Payroll to deduct the advance from the next paycheck.