SECTION 3.520 – PAYROLL PROCEDURES

When payday falls on a holiday, paychecks will be available the day before.

Checks are not available in advance of payday. Employees who will be absent on payday or will be on vacation should make arrangements with the Fiscal Officer to either keep the check until picked up, or mail to addresses provided by the employees. Checks can be given to employees' family members only if prearranged. An individual picking up an employee's paycheck may be asked for identification.