

16.12 Participant Payroll

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to accurately remunerate participants for productive work performed.

Procedure:

The assigned Career Services staff member will complete a daily time card for each individual who participates in Work Adjustment, Community Based Assessment, or Job Try-Out.

An hourly rate (minimum wage) is determined for participants who participate in Work Adjustment, Community-Based Assessment or Job Try-Out as determined by the Department of Labor.

Hours work must be recorded on a time card and verified by a Career Services staff member. Pay periods fall on the 15th and the last day of each month. Pay is distributed either by check or electronic transfer six (6) days after the end of a pay period. In the event that a regularly scheduled payday falls on a holiday or weekend, employees will receive pay on the nearest business day to that weekend or holiday.