

4.05 Paydays

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that employees be paid biweekly, on every other Friday, by electronic funds transfer.

Procedure:

Each pay will include earnings for all work performed through the end of the previous payroll period. Pay statements will be mailed or delivered to employees at the work site on or before payday. Employees also have the option of receiving electronic statements. Pay statements will include gross pay, taxes, miscellaneous deductions and net pay.

Pay shall be disbursed by electronic funds transfer six (6) days after the 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 the weekend or holiday.

Terminated employees and certain, designated employees will receive a paycheck by mail, on or before, the next, regularly scheduled payday.