

should be used in the same calendar year as it is earned. Employees wanting to utilize accrued compensatory time off must follow the procedures for notice and approval as applied to annual and/or sick leave.

### **Pay Periods**

Employees are paid every two weeks on Friday. Again, employees should carefully review each paycheck to ensure that wages and overtime, if applicable, have been properly paid. If you notice any errors or have questions, notify Human Resources immediately.

The County is committed to complying with all state and federal wage and hour laws. For exempt employees paid on a salary basis, the County will make deductions from your salaries only when the deduction is authorized by you (for example, benefit payments), required by law (for example, taxes, garnishments, and other court-ordered payments), warranted based on your violation of County policy (where permitted by law), or otherwise allowed by law. Subject to certain exceptions allowed by law, salaried employees will receive their full weekly salary for any week in which the employee performs any work, without regard to the number of days or hours worked. Although salaried employees need not be paid for any workweek in which they perform no work, no deductions will be made for absences caused by the County or by the operating requirements of the business.

Any employee, who believes his or her salary has been improperly reduced in violation of this policy, should address the matter promptly with the Human Resources Manager. No employee will suffer any adverse employment consequences as a result of reporting a suspected violation of this policy. If it is confirmed that an improper deduction has been made, the employee will be promptly reimbursed for the amount improperly deducted. If you have any questions about this policy or any other matter relating to your compensation, please contact the Human Resources Manager.

If an employee notices a problem with a payroll check, whether it be hours, rate or deductions, the employee should consult the Human Resource Manager.

### **Anniversary Date**

An employee's anniversary date is defined as the employee's first day of employment. This date is used as a benchmark for qualifying for various benefits. It is also the goal of the County to provide employees with an annual performance review.

### **Probationary Period**

New employees are on probationary status during the first 60 days of employment. During this period, the employee's supervisor will assist the employee in learning his/her responsibilities. The employee will be evaluated on his/her suitability for the position for