

## 2.0 – Pay Policies

### **Payday Schedule**

Employees will be paid on the fifth (5th) day of each month for hours worked during the previous month. Hours worked in December will be paid on December 31st.

If the 5th falls on a Saturday, Sunday, or Federal holiday, payday will occur on the preceding Friday.

Employees are required to log their hours daily using the HRLS time clock program and must review and submit any necessary changes or corrections by the last day of each month. Heartland Regional Library will deposit payroll directly into the bank account designated by the employee.

### **Payroll Deductions**

The library is required to withhold federal, FICA, Medicare, and state taxes from each paycheck. Employees may also authorize additional deductions for benefits such as insurance or extra tax withholdings. Employees should complete the necessary paperwork to identify their desired deductions at the start of their employment. To make changes to these deductions, employees should contact the Business Office Manager at the main branch.

### **Raises**

Potential raises will be evaluated annually during the budget planning process. New employees must complete at least six months of employment before being considered for a raise.