

Pay Day

Pay day will be on the fifth (5th) day of each month for hours worked the previous month, with the exception of December. If the 5th falls on a Saturday, Sunday, or if Monday is a Federal holiday, pay day will fall on the immediate Friday before the 5th. Hours worked in the month of December will be paid on December 31st. Employees must complete their time entries each day worked in the HRLS time clock program and review for changes and/or corrections no later than the last day of each month. Heartland Regional Library will deposit funds directly into the employee's bank account to which the employee has designated.

A new employee must be employed at least six months before the possibility of receiving a raise.