

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY #:	4.5
SUBJECT:	Distribution of Payroll
ADOPTED:	March 15, 1995
REVISED:	January 12, 2011
ADMINISTERED BY:	Administration

Objective: To govern distribution of payroll

Policy: The District of Fort St. James pays all employees on a biweekly basis by electronic direct deposit.

Procedure:

1. District of Fort St. James pays all employees on a biweekly basis by electronic direct deposit to the employee's bank account. Pay deposit dates are every second Friday.
2. Each employee must provide administration with correct bank account, institution and transit information for the bank account into which they wish to have their pay deposited. Acceptable form of this information is a voided personal cheque or a form provided by the financial institution.
3. Pay statements are distributed to employees each pay day directly by administration staff or via departmental supervisors.
4. A pay statement will be mailed to an employee on request.