

City of Mission Viejo Personnel Policy

Subject: **PAY PERIODS AND PAY DAYS**

Statement of Intent:

To define the workweek, pay periods, pay days and methods of distributing paychecks.

Policy:

1. A pay period is a fourteen (14) day period comprised of two workweeks.
2. Payday is the first Friday following the completion of a pay period. If a payday falls on a holiday, payday will be the last working day for the City prior to the holiday.
3. Paychecks and wage statements are delivered from the Administrative Services Department to each department. The department will give a paycheck or wage statement only to the named employee unless the named employee:
 - a. provides a written and signed note allowing his/her supervisor to give the document to another individual; or,
 - b. personally calls his/her supervisor (or in the absence of the supervisor, the Human Resources Division) and is clearly recognized over the telephone to request that the document be given to another individual.
4. No paychecks or wage statements will be retained overnight in any department, other than the Administrative Services Department. Thus, such documents should be returned to the Administrative Services Department if not distributed as permitted above.
5. The City does not provide pay advances.
6. A list of pay periods will be posted at the beginning of each calendar year.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)

Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)