

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

PAY PERIODS

**SECTION 3.02
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A. Pay Periods:

1. The standard pay period shall consist of two (2) workweeks, starting at times established by each SCAA. There normally will be twenty-six (26) pay periods each year.
2. The normal pay period for full-time non-exempt employees shall consist of seventy-five (75) to eighty (80) scheduled hours. However, each SCAA shall establish the normal hours of work within the pay period for their respective employees.

B. Pay Day:

1. Pay day for all employees shall be Friday, one (1) week following the end of a two (2) week pay period.
2. If a holiday falls on a payday, checks will be issued the preceding day. Whenever possible, paychecks shall be distributed by the employee's immediate supervisor or designee.
3. Pay checks shall normally be issued directly to the employee. However, an employee may authorize another individual to receive their paycheck by providing a signed note identifying the person authorized to receive the check. The note must be presented to the individual issuing the check and the person receiving the check must provide proper identification and sign a form indicating they were provided the check. Paychecks shall not be issued to anyone other than the employee until these procedures are completed.
4. If a newly hired employee is employed during the second (2nd) seven (7) days of the two (2) week pay period, the employee may not receive a check for that week on the first pay date following the individual's date of hire. This is to provide time for the SCAA to process all necessary paperwork prior to a check being generated. In instances where this may occur, the wages for days worked from the first pay period shall be incorporated into the paycheck for the next pay period. New employees with effective dates in the first week of the pay period shall receive their wages on the first pay date following the end of the pay period.