




POLICY AND PROCEDURE STATEMENT

SUBJECT COMPENSATION POLICY	PAGE 1 OF 1	DATE EFFECTIVE OCTOBER 1, 2018	
SECTION/POLICY NO. 4.00	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village of Ashville will have standardized compensation policy.

PURPOSE:

- I. To meet all federal, state, local and administrative rules in paying staff for their services.

PROCEDURE

1. Village employees are paid biweekly. Full-time and regular part-time employees who have consistent weekly hours are paid on a "current basis." This means that a new employee will receive his/her first paycheck at the next regularly scheduled pay date after beginning employment.
2. Since employees are paid currently, any changes are made in the biweekly pay period in which the change occurred provided the Village's Fiscal Officer receives notice from the department head in time to make the changes on the current payroll. Employees who resign or leave receive their last paycheck on the regularly scheduled payday of their last two-week period worked provided the Village's Fiscal Officer receives notice from the department head in time to do payroll. Employees who are entitled to termination compensation because of vacation, sick, compensatory time balances or prorated longevity pay due them will be given the extra termination compensation at the end of the pay period following their last regular pay date.
3. Part-time employees who do not have consistent scheduled hours per week, such as summer recreation employees, are paid two weeks after the biweekly pay period in which they begin work. They are paid two weeks behind because the actual number of hours and days of work in the first pay period are not known in advance, and can be reported only after the first pay period is finished.