

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.810

POLICY TITLE: Pay Policy

ADOPTION/LAST REVISION: 7-9-96

A. The Library payroll is handled by the City Comptroller's office and, as such, the Library's pay periods are parallel to the City's. All employees shall be paid bi-weekly, on Friday, or on the preceding day when a holiday falls on a Friday, unless otherwise required by law. Pay checks will be delivered to the employees by the Library's Business Office.

B. Voluntary deductions: All library employees will be allowed to have their payroll checks, or a portion of their check, deposited directly in financial institutions located within the City of Marshfield.