

POLICY # PE 002
COUNTY PAYROLL SCHEDULE

APPROVAL DATE:	09-02-94 (February 1994)	CROSS-REFERENCE:	PE003 Employment Classification
RESPONSIBILITY:	Human Resources		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	31-05-95; 14-11-97; 07-08-00; 08-02-02; 38-02-13 (February 26, 2013); 2021-12-32 (December 14, 2021)	EFFECTIVE DATE:	January 1, 2022
		REVIEW DATE:	September 2025

1 POLICY STATEMENT

- 1.01 The County of Vermilion River will issue payroll payments to County employees on a regular basis.

2 PURPOSE

- 2.01 The purpose of this policy is to establish the guiding principles by which Employees will be paid their earnings.

3 SCOPE

- 3.01 This policy applies to all Employment Classifications and Council.

4 DEFINITIONS

- 4.01 **County** is the County of Vermilion River.
- 4.02 **Employee(s)** is an Employee of the County of Vermilion River.
- 4.03 **Pay Period** is the recurring length of time over which employee time is recorded and paid; frequency of pay period is as detailed in the

Standard Operating Procedure for Payroll.

- 4.04 **Payroll Documentation** is the records associated with paying employees, from hiring documents and direct deposit authorization forms, as well as anything that substantiates total hours worked, pay rate, tax deductions, employee benefits, etc.

5 PROCEDURE

5.01 Employees will:

- (a) Submit payroll documentation to the Payroll & Benefits Administrator within two days of start date.
- (b) Submit completed timesheets within the time frame required by the immediate supervisor, and as per the Standard Operating Procedure for Payroll.

5.02 The County will:

- (a) Issue Payroll payments in accordance with the yearly Pay Period schedule as prepared annually by the Corporate Services Department.
- (b) When a seasonal layoff, termination or resignation occurs between scheduled paydays, Payroll will process final pay as soon as possible after receiving final approved timesheets and all termination documentation, in accordance with Alberta Labour Standards.

6 POLICY EVALUATION

- 6.01 The County will engage in a policy evaluation process to monitor the effectiveness of this Policy and procedures every three (3) years or as required.

The evaluation will include the following:

- a) Needs assessment.
- b) Process evaluation to measure whether the policy is meeting its intended objective; and
- c) Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.

7 ROLES AND RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Human Resources Manager
MONITORING REVIEWS AND REVISIONS	Director of Corporate Services
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer