**PAY DAYS AND PAYCHECKS POLICY**

*For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.*

**Purpose:**

To establish payroll periods and pay dates.

**Policy:**

Employees of the City receive an annual salary, which is paid on a biweekly basis, with payday every other Thursday. Salary is computed through the Sunday preceding each payday. In a normal year, there are 26 pay periods; however, some years have 27 paydays in the calendar year. In such a year, the biweekly salary is determined by dividing the annual salary by 27.

**Procedure:**

Exempt Non-Union Salaried Employees

An exempt salaried employee's biweekly salary rate is computed by dividing the annual salary by the number of pay periods in the year.

Non-Exempt Non-Union Employees

A salaried non-exempt employee's hourly rate is determined by dividing the annual salary by the total number of paid hours in the normal work year.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.