

**PAY PERIODS AND PAY DAYS****SECTION 3.04****Effective Date: May 19, 2016****Approved By: Governing Board** 

It is the policy of the Board that the agency pay plan be set up on a biweekly basis with Friday typically being the established payday, unless administrative needs and/or a scheduled holiday necessitates a change.

However, an exception may be made for Davis Bacon jobs to be paid on a weekly basis with Friday typically being the established payday, unless administrative needs and/or a scheduled holiday necessitates a change.