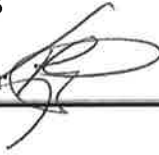


PAY PERIODS AND PAY DAYS

SECTION 3.04

Effective Date: May 19, 2016

Approved By: Executive Director



PROCEDURE:

Employees will submit time cards or electronic time sheets to supervisor for approval and the supervisor will submit the approved time card or time sheet to the fiscal department no later than noon of each Monday. It will be the responsibility of the Payroll Clerk to correctly interpret the information on the time cards or time sheets and process payroll.