

## KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

### **PROCEDURE: EMPLOYEE COMPENSATION**

**Applies to:** All Personnel

**Effective/Revision Date:**

1993

April 28, 2003

September 19, 2005

1. Employees are paid biweekly. Paydays are every second Friday.
2. Employee pay stubs and/or cheques are available for pick-up every second Friday.
3. If an individual other than the employee is to pick up the employee's cheque or stub, written authorization must be submitted to the employer on each occasion. The individual receiving the cheque must show identification and sign for the pay cheque received.

**Pay Cheque Discrepancy/ Error:**

1. When a discrepancy or error occurs, contact your immediate supervisor.
2. The supervisor will determine the reason for the discrepancy or error and contact administrative personnel.
3. If the error was the supervisor's or administrative personnel's, the employee will be given the option of having the adjustment made immediately or in the next pay period.
4. If the error was the employees, the adjustment will be made in the next pay period unless there are extenuating circumstances and pay is required immediately.