

## Agenda Item 7.4

### PAY PERIODS AND PROCEDURES

Employees are paid biweekly (every two weeks). A pay period and payday schedule will be distributed at the beginning of each calendar year. If a payday falls on a holiday, the payday will be on the last prior workday. Direct deposit of funds is recommended, and employees are encouraged to receive payment via this option.

RAILS takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources department so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, RAILS will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

#### Use of Benefit Time

Employees may not use benefit time (such as vacation, PLAW, or sick leave) in a manner that results in their total hours exceeding their weekly scheduled hours. If benefit time causes an employee's total hours to surpass their scheduled hours for the week, the excess benefit time will be adjusted accordingly to align with the employee's weekly schedule.

Managers and employees are responsible for monitoring benefit time usage to ensure compliance. Any necessary adjustments will be made through payroll processing.

**Commented [SD1]:** I have received multiple requests from employees, particularly in the delivery department, for clarification on our procedures regarding the use of benefit time and how it applies to exceeding scheduled hours within a pay period. Given the frequency of these inquiries, I believe it would be beneficial to incorporate formal language on this topic into the employee handbook.

During review of the vacation policy, legal agreed that it would be appropriate to add proposed language to the 'Pay Periods and Procedures' policy or be its own stand-alone policy.

Below is a proposed policy statement based on our current procedural practice for consideration:

#### **Use of Benefit Time**

Employees may not use benefit time (such as vacation, PLAW, or sick leave) in a manner that results in their total hours exceeding their weekly scheduled hours. If benefit time causes an employee's total hours to surpass their scheduled hours for the week, the excess benefit time will be adjusted accordingly to align with the employee's weekly schedule.

Managers and employees are responsible for monitoring benefit time usage to ensure compliance. Any necessary adjustments will be made through payroll processing.