

PATHWAYS ABILITIES SOCIETY

POLICY: EMPLOYEE COMPENSATION

Applies to: All Personnel

Original Approval Date: 1993

Date Board Approved: December 5, 2022

Replaces Policy Dated: October 24, 2013

Board Member's Signature

POLICY

Pathways Abilities Society pays each employee all wages and/or salaries and benefits earned for the pay period by the employee.

Employees are required to:

- Adhere to the payroll reporting requirements of each department they work in.
- Open and close their PayWorks timesheets within the correct pay period.
- Notify the employer of any employment related changes i.e. address, telephone number, benefits, personal tax credits, etc.
- Use direct deposit.

Pathways Abilities Society issues paystubs electronically every second Friday.

Discrepancies in pay earned or benefit entitlement must be reported to the immediate supervisor prior to the cut off date for the next pay period in order for the amendments to occur.

Pathways Abilities Society does not cash payroll or personal cheques.

In emergency situations, Pathways Abilities Society may advance an employee part of their wages already earned. All advance requests are reviewed and approved by the direct non-bargaining unit supervisor.