

Town of Lampman

Payroll Policy

Policy No. 300-1

November 15, 2017

Subject:	Payroll Policy
Type:	Employees
Authority:	Approved by Council: November 15, 2017

Payroll Policy

A Policy of the Town of Lampman setting out the payment of payroll to employees of the Town of Lampman.

1. Payroll will be done on a semi-monthly pay period.
2. Employees shall submit their time sheets to the foreman on the morning of the next regular working day following the day worked.
3. The municipality will have the employees net pay directly deposited into the employee's bank account by the 6th and 21st of each month, as per Saskatchewan Labour Standards.