

**KENSINGTON FIRE PROTECTION DISTRICT
EMPLOYEE HANDBOOK**

POLICY TITLE: Pay Periods and Time Sheets
POLICY NUMBER: 130

130.10 The salaries and wages of all District employees shall be paid bi-monthly, being seven business days after the 15th day and seven business days after the last day of every month. Pay periods are 1st-15th and 16th – 31st.

130.20 Unless otherwise specified through individual employment agreements, all employees must complete timesheets bi-monthly. Timesheets must be completed and submitted on or before the last day of the pay period. Late submittal may delay payment of wages. All timesheets, except that of the General Manager shall be reviewed and approved by the General Manager prior to payroll processing. General Manager timesheets shall be submitted for payroll processing and to the Finance Committee for review. Any issues arising out of the General Manager's timesheets may be referred by the Finance Committee to the Board of Directors.