

HB-403	Standard Operating Guideline			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p>		Approved By	
			Steven Parrish, Fire Chief	
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Paydays</div>		Effective Date	Revised Date
7/21/1999			1/5/2015	

Paydays

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the first day of work following the regularly scheduled payday.

Employees are required to have their pay directly deposited into their bank accounts and provide advance written authorization to Cumberland Road Fire Department. Employees will receive an itemized statement of wages when Cumberland Road Fire Department makes direct deposits.