



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2015

CATEGORY: Financial Operations

ADVANCES - SALARIES & OTHER

Background

County Council deems it necessary to restrict and control advances to employees, individuals, companies, and partnerships, however it is deemed advantageous to offer certain classes of employees the opportunity to receive payroll advances.

Policy

County Council directs that no advance be paid to employee, individual, company, or partnership at any time for goods to be delivered or service to be performed for the County with the exceptions noted below:

- A. Under extenuating circumstances, the County Manager may approve an advance for wages already earned or for goods to be delivered.
- B. Seasonal Employees – Upon request, Class 3, 4, & 7 employees are eligible to receive an advance of up to \$500 on the 20th of each month during their employment, on the condition that they have worked sufficient hours to cover the amount advanced.
- C. New Employees – Upon request, Class 5 & 6 employees are eligible to receive a one-time advance in the first month of employment with the County.

Effective

Policy Date: 85/03/19

Reference: P#6711, 99/09/30

Revision: 07-237
