

#5.22

PAYROLL

PURPOSE: To establish payroll policy and procedures for all employees of Chapel by the Sea.

APPLICATION: This policy shall apply to all full time and part time employees of Chapel by the Sea.

PROVISIONS: Full-time exempt employees shall be paid on the 15th and 30th of each month. All full-time and part-time non-exempt employees and part-time exempt employees shall be paid biweekly, on Friday. The workweek begins on Saturday and ends on Friday at midnight for the two (2) week pay period. The pay date will be the Friday following the close of the two (2) week pay period. Payroll records and time sheets shall be retained for four (4) years.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator and Personnel Committee.

#4.9f renumbered #5.22

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