

# 1102 | Employee Salary & Paycheck Practices

Revised December 10, 1992 by DeSoto Parish Library Board of Control

Revised December 13, 2012 by DeSoto Parish Library Board of Control

Revised March 23, 2017 by DeSoto Parish Library Board of Control

## 1102.1 | Employee Attendance/Leave Records<sup>8</sup>

Revised December 13, 2012 by DeSoto Parish Library Board of Control

Employees must submit their time sheets to their supervisor no later than Monday morning preceding payday. Time sheets should be filled out daily to reflect what hours are actually worked. After the supervisor reviews and signs the respective time sheets, the time sheets should be faxed or given to the Assistant Director/Public Services Administrator or Administrative Assistant.

Employees are to be scheduled to work in no less than 1-hour increments. Time turned in for payment must be in no less than ½ hour increments.

## 1102.2 | Employee Salaries

Date Policy Approved: March 2017 by DeSoto Parish Library Board of Control

Regular paydays for all Library employees occur biweekly. If the normal payday falls on a holiday, paychecks for the payday shall be distributed the preceding working day. Paychecks for all staff compensate the employee for the pay period immediately prior to the one during which the paychecks are issued. The Library is unable under any circumstances to pay employees in advance. Each paycheck or direct deposit stub will have an attached statement listing gross pay, itemizing deductions, and noting accrued leave.

Final checks are available on the regular payday schedule. Full-time employees' accrued vacation pay out are a separate check on the subsequent available pay day.

Replacement checks for those lost or misplaced will normally be issued after two full business days. Notification that a check was not received must be submitted in written form to the Finance Office (Fax and e-mail are acceptable).

Direct Deposit is available to all employees and is recommended to insure a prompt deposit into an employee's bank account. In lieu of a check, the employee receives a statement outlining the deposited amount and all deductions.

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<sup>8</sup> Pay Day. DeSoto Parish Library Employee Manual, p. 28.

## **1102.3 | Employee Taxes/Contributions**

Date Policy Approved: March 2017 by DeSoto Parish Library Board of Control

Compulsory deductions such as retirement, income tax, Social Security and Medicare are made from each paycheck. Voluntary deductions such as Legend and additional health insurance may be authorized by the employee.

## **1102.4 - Employee Terminations<sup>9</sup>**

Revised December 13, 2012 by DeSoto Parish Library Board of Control

We will hold an exit interview with every employee who leaves. During the interview, you will have the opportunity to tell us about your employment experience here—what you liked, what you didn't like, and where you think we can improve. We greatly value these comments.

The exit interview also gives us a chance to handle some practical matters relating to the end of your employment. You will be expected to return all library property including keys at the interview. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, or any other matters relating to your employment.

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<sup>9</sup> DeSoto Parish Library Employee Manual, p. 72.