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PAY PERIODS

PURPOSE


1. The government pays employees on a bi-weekly schedule.

APPLICATION

2. These guidelines and procedures apply to all employees.

PROVISIONS

3. All employees are paid bi-weekly. Paydays are every second Friday.
4. All employees are paid over 26 pay periods.
5. Casual employees are paid two weeks after the pay period end date. For example, weeks one and two are paid at the end of week four.
6. Casual employees must record the hours worked each day. At the end of the pay period, the time sheet is authorized by the supervisor, the spending authority and the payment authority.
7. Casual time sheets are entered in the pay system by the employing department and the pay cheques are processed by Compensation and Benefits.
8. Most employees will receive their pay through direct bank deposit. There will be some exceptions to this practice in communities where there is no access to banking facilities.
9. Employees who receive their pay through direct bank deposit shall receive any of the following funds that they may be entitled to under this agreement by way of direct deposit:
 - travel advances;
 - travel claims;
 - food and transportation assistance;
 - reimbursement for allowable expenses;
 - reimbursement for professional dues;
 - fees and tuition.

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10. Sealed pay advices will be distributed to employees at their place of work unless the employee has asked that he/she not receive a paper copy of the pay advice.
11. Annual salaries for teachers are calculated on the basis of 195 working days over a 10 month period.
12. Although teachers will have their salaries paid from the government's bi-weekly pay system, payment of salary for the period at the end of the academic year will be made on the last day of duty.

AUTHORITIES AND REFERENCES

13. Main Collective Agreement with NEU
Article 2, Interpretations and Definitions
Article 24, Pay
14. Collective Agreement with NTA
Appendix A, Salary (A1.03/A1.04)
15. Senior Managers' Handbook
Salary
16. Excluded Employees' Handbook
Salary

CONTACTS

17. For further information or clarification, please contact:

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