

ORIGINAL

RESOLUTION NO. 667

RESOLUTION FOR PAYROLL ADVANCES

WHEREAS, The District acknowledges that there are times when unexpected and unbudgeted monetary needs arise mid-month before payroll is paid at the end of each month, and

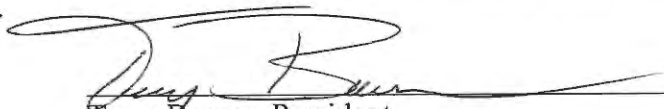
WHEREAS, this policy is intended to address those needs by providing for advances on an individual basis, and

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS of the East Wenatchee Water District that the following procedure be done monthly for any pay advances

As of November 1, 2015, District employees have the option to request an advance of earned payroll to be paid on the 15th day of every month. The following procedure has been established governing the mid-month advance of earnings to employees:

1. An employee desiring an advance on monthly earning must complete and sign the necessary request form for an amount no larger than 50% of the requesting employee's average net monthly pay.
2. Completed signed forms must be turned in to the District Controller no later than the second Tuesday following the first of the month the advance is to be paid.
3. An advance on earnings may be either a one-time request or may be for an ongoing mid-monthly payment until changed or cancelled in writing by the employee making the original request.
4. No payroll statement will be issued with the advance payment and all taxes and payroll deductions will be charged against the earnings paid at the end of the month. The mid-month payment will be listed as a deduction on the employee's end-of-month payroll statement.

ADOPTED, by the BOARD OF COMMISSIONERS of the EAST WENATCHEE WATER DISTRICT, Douglas County, Washington at a regular meeting thereof, this 21st day of October 2015.


Terry Barnes, President

ATTEST:


G. Brian Egan, Secretary