

## **Wage Payment**

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**Purpose**                      *To ensure ASC has written policies and procedures that are consistent with legislation addressing Employment Standards.*

**Policy Statement**                      *ASC employees will receive wage payment on a bi-weekly basis, and in accordance with Alberta Employment Standards requirements.*

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1. Statement of wages will include:
  - a) pay period date
  - b) regular hours of work
  - c) overtime hours of work
  - d) rate of pay
  - e) overtime rate
  - f) itemized deductions
  - g) wages paid
  - h) statutory/general holiday pay
  - i) overtime pay paid
  - j) vacation pay paid, and
  - k) money paid in place of notice of termination of employment
  
2. Bi-weekly wages will be paid by direct deposit, on alternate Fridays, as per the ASC payroll schedule. All ASC employees are provided with an ASC payroll schedule indicating pay periods, cut off dates, and timesheet submission for payroll deadlines for supervisors.
  
3. Employees will submit time sheets to their immediate Supervisor on a designated day as determined by the Supervisor. Supervisors must submit time sheets to payroll by the date indicated on the ASC payroll schedule.
  
4. Reimbursement for wages and expenses are subject to monitoring by the Executive Director/Program Directors.

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