

## PAYDAYS

**4.2** Employees will be paid bi-weekly. Payments will not be issued early. The workweek begins on Sunday and ends on Saturday. The Village retains the right to modify these work weeks.

## PAYROLL DEDUCTIONS

**4.3** Federal, state, and local income taxes and social security payments, all required by law, are deducted from your weekly earnings. Occasionally, these deductions may change because they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare. Also, additional deductions you have authorized the Village to make or that we are required to make (i.e., garnishments, child support) will be automatically deducted from your paycheck.

## WORK SCHEDULES

**4.4** Unless otherwise prescribed in an applicable employee labor agreement, Department Heads are responsible for setting employee work schedules that best meet the needs of the department and the overall needs of the Village.

## OUT OF CLASSIFICATION WORK

**4.5** Hourly employees who are temporarily assigned by the Supervisor, Department Head, or Village Administrator to perform the duties defined in a higher-rated position for four (4) hours or more shall receive the higher hourly rate of pay for actual time worked in the higher-rated position.

