

Section 5.04 *Pay Periods*

The pay period for hourly employees is every two weeks on every other Sunday with payday being the Wednesday of the next week (10 days later). The payday may be adjusted if the payday is on a holiday.

All employees will have their paychecks directly deposited into their bank account. In general, deposits are made available to the employee's account the morning of the designated payday. It is the employee's obligation to make sure that all of their direct deposit information is current and to advise the Village Clerk/Treasurer whenever there has been a change in their bank or deposit information.

Section 5.05 *Payroll Deductions*

Automatic payroll deductions shall be made as required by applicable State and Federal law. The following items are deductions that may be made from an employee's gross pay, although not all applicable to every employee and some are paid by the Village: Federal income taxes, State income taxes, FICA (Social Security), charity deductions, deferred compensation program deductions, wage assignments, health insurance deductions, dental insurance deductions, life insurance deductions and other deductions as required by law.

Section 5.06 *Emergency Response Leave*

Any employee responding to emergency response calls as a member of a recognized emergency response team who regularly performs volunteer emergency duties and services will be allowed to respond to the call. Employees are expected to return to work as soon as possible. Employees will be paid while responding to calls during normal working hours effective May 9, 2023. Any additional compensation received by the employee for responding to the ambulance run and/or fire call will be reimbursed to the Village in a timely manner.

Responding during working hours cannot be disruptive to the delivery of services to the public or to the smooth functioning of the organization. Responding to calls should not be done in those instances where the employee's absence would pose an additional work load, stress or burden on fellow employees or will cause the Village to incur any overtime expense.

Article VI *DISCIPLINE AND GRIEVANCE PROCEDURE*

Section 6.01 *Discipline*

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Village of Ridgeway. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more