

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES PAY AND DEDUCTIONS	SECTION: 7.08e PAGE: 1 DATED MAY 2002
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**7.08e PAY AND DEDUCTIONS (Exempt)**

- .01 An employee shall be paid for time worked in accordance with the salary scale established for his/her applicable classification.
- .02 Employees shall be paid on a bi-weekly pay system.
- .03 Employees shall be entitled to annual salary increases based upon recommendations by their supervisor and approval by the Director.
- .04 The employer may withhold salary increments for unsatisfactory performance.
- .05 Salary deductions shall be made from an employee's earnings in accordance with the existing legislation, i.e., Revenue Canada, CPP, UIC, for union dues where applicable, etc., and for other benefit programs offered by the Library Board.
- .06 Employees have the option of participating in salary deduction plans such as Canada Savings Bonds, charitable donations, etc., in accordance with Board policy as may be modified from time to time.
- .07 Employees who have been on a leave of absence without pay for a period longer than one month are eligible for a salary increment only when:
  - (a) they have worked for a total of 12 months since receiving their last salary increment; and
  - (b) they have received a satisfactory performance appraisal for that same 12 month period.