

Policy

It is the policy of Catholic Charities of Los Angeles, Inc., hereinafter referred to as CCLA, to pay its employees on a semimonthly basis.



Procedure

A. Pay Days

1. All employees are paid as follows:
 - a. The 1st through the 15th of each month is paid on the 25th day of the same month; and,
 - b. The 16th through the last day of the month is paid on the 10th of the following month.
2. If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last standard work day immediately preceding the scheduled payday.
3. An employee's payroll check will normally be available at the location where he or she is regularly scheduled to work. Payroll checks will be held at the work location for a maximum of three (3) work days for employees who are absent on payday. After this time, all unclaimed checks will be returned and held by the Accounting Department for pick up.
4. Employees will be paid consistent with all federal and state wage and hour law. CCLA reserves the right, at its sole discretion, to modify or change any guidelines, procedures or policies with respect to salary administration based on financial or other considerations at any time.

POLICY #

HR 401

SUBJECT:

***Wage and
Hour
Practices***

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Approved by the
Executive Director:

A handwritten signature in black ink, appearing to read "Msgr. Cox", is written over a horizontal line.

EFFECTIVE DATE
12/17/99

**DATE ADOPTED
BY BOARD**
12/07/99

SUPERCEDES
HR 401 1/94

B. Employee Starting Salaries

An employee's starting salary should be no less than the minimum of the Salary Grade for the position and not more than the midpoint of the Salary Grade. The Director of Human Resources and/or the Executive Director must approve any exceptions to this practice.

C. Wage and Salary Increases

1. Merit or other increases are at the sole discretion of CCLA. The Executive Director will determine whether or not salary increases will be given to employees on an annual basis. The Executive Director will determine the specific method of allocation of salary increases.

A regular employee will be eligible for consideration for an increase in pay only to the maximum of the salary grade. Increases above the maximum of a salary grade require the prior approval of the Executive Director.

D. Promotions, Transfers, or Demotions

A promotion, transfer or demotion is defined as a change to a higher, same or a lower salary grade, respectively. Whenever a move is made to a position in another or the same salary grade, an employee's salary may or may not be adjusted depending on whether the current salary falls within the new range and/or other relevant factors.

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