

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Pay Periods  
**POLICY NUMBER:** 216

**216.10** The salaries and wages of all District employees shall be paid bi-weekly.

**216.20** Employees paychecks will be available after 12:00 noon on the Thursday following the completion of a pay period. Paychecks may be picked up at the District Office or an employee may choose to do a direct deposit to their bank.

**216.30** All employee timecards must be turned in to the accounting department by 11:00 a.m. on the Monday following the end of a pay period. In the event a holiday falls on said Monday, the deadline for timecards, then the timecards will be due to the accounting department by Tuesday at 11:00 a.m.