



*Live Well. Health Matters.*

**POLICY TITLE:** PAYROLL PAY PERIODS  
**POLICY NUMBER:** 3250

**COMMITTEE APPROVAL DATE:** 12/09/2022  
**BOARD APPROVAL DATE:** 01/25/2023

**WRITTEN/REVISED BY:** HUMAN RESOURCES  
**SUPERSEDES:** 09/26/2018

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**POLICY:**

**3250** It is the policy of the Beach Cities Health District (“District”) to communicate the District’s payroll cycle to all employees.

**SCOPE:**

**3250.1** This policy applies to all District employees.

**RESPONSIBILITY:**

**3250.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly. Employees must ask their supervisors if they are unclear as to its application.

**CONTENTS:**

Paydays

**3250.3** The salaries and wages of all District employees shall be paid bi-weekly on alternate Fridays after the completion of the 14-day pay period (See District Policy 3240: Hours of Work and Overtime, sections 3240.4 and 3240.5). In the event that a payday falls on a District holiday where all District operations are closed (See District Policy 3050: Holiday, Vacation and Sick Leave), the preceding workday shall become the payday.

Uncashed Payroll Checks

**3250.4** Employees who receive live payroll checks have six months to cash them. The payroll checks will expire six months from the date of issue and in the event a check is not cashed and expires, the employee needs to contact Human Resources immediately. After two instances of uncashed checks, the employee will be liable to pay the cost of cutting a new check.

**EXCEPTIONS:**

**3250.5** The Chief Executive Officer is the only person authorized to make exceptions to this policy.