

## EL DORADO COUNTY FIRE PROTECTION DISTRICT

### **POLICY TITLE: Advancement of Wages**

### **POLICY NUMBER: 2140**

#### 2140.10

This policy shall apply to all District employees.

#### 2140.20

Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods," shall submit said request to the Fire Chief.

#### 2140.30

The Fire Chief may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

#### 2140.40

Advancement of wages prior to a regular pay day is not a privilege which an employee may use as his/her discretion, but may be authorized by the Fire Chief at his/her discretion in case of employee necessity and/or personal financial emergency.

#### 2140.50

Requests for advancement of wages may be submitted only once in any pay period, and frequent requests shall be grounds for denial of authorization.

#### 2140.60

The Fire Chief shall report all advancements to the Board of Directors.