

POLICY NAME FINAL PAYCHECK

POLICY NUMBER 2.3.11

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/22/18

ACCEPT (Y/N): Y

In the case of resignation or termination, employees will receive their final paycheck on the next scheduled payday. However, certain personnel records must be completed and employees must return all Ice Sports Center (ISC) tools and equipment, such as keys, etc. The employee's last paycheck will not be released until all ISC property in the possession of the employee has been accounted for and/or returned. The Senior Facility Manager (SFM) will notify employees of these requirements at the time of termination.

The final paycheck will include payment for time worked and any unused Paid Time Off (PTO) benefits, if eligible.