

**Town of Monterey
Policy Statement**

Policy Name:	Direct Deposit	Approval Authority:	Board of Selectmen
Adopted:	May 5, 2021	Applies to:	All Departments
		Revised:	Reviewed: --

Pay Dates and Direct Deposit:

The town uses a workweek of Sunday through Saturday and pays on a biweekly schedule. All Town employees will receive their paycheck stubs through the United States Postal Service.

As a condition of employment all payments of payroll related items to any employee hired after May 5, 2021 are required to be made by the Treasurer by direct deposit to a bank account(s) of the employee's choosing.

If a holiday falls on Thursday, direct deposit will be on Wednesday. MGL Chapter 149 §148 states that all employees must be paid for time worked, including overtime within six (6) days of the end of the pay period. Terminated employees will receive their final paycheck on the next regularly scheduled payday following their termination. Payroll must be submitted to the Treasurer no later than 10am on Monday, by 10am Tuesday if Monday is a holiday.