

SOP #11

Salem Public Works Department
Standard Operating Procedures

EMPLOYEE FORMS FOR UPGRADES

EFFECTIVE DATE:

March 1, 2004

REVISION DATE:

All employees who work with an upgrade in pay must complete the "Employee Form for Upgrade" at the end of the work day. This form must then be signed by your foreman and your foreman will present the form to their supervisor. This will provide for proper calculation of your weekly earnings and minimize errors. Your cooperation is appreciated. Remember, this is your weekly earnings we are calculating and we want to make sure you receive what you deserve.