



**ADMINISTRATIVE ORDER No. 6-2010**

**TO:** All Employees

**FROM:** City Manager

**RE:** Pay Days

**EFFECTIVE:** Date of Signature

Under Chapter 5. Section – Pay Days, the schedule shall be Friday, August 6 and every two (2) weeks thereafter. If pay days fall on a scheduled closure day, the employees will be paid the preceding work day.

*Donald G. Poling*  
City Manager

11/5/2020  
Date