

**POLICY TITLE:** ADVANCEMENT OF WAGES  
**POLICY NUMBER:** 3260

**COMMITTEE APPROVAL DATE:** 09/05/2018      **WRITTEN/REVISED BY:** HUMAN RESOURCES  
**BOARD APPROVAL DATE:** 09/26/2018      **SUPERSEDES:** 06/25/2014

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**POLICY:**

**3260** It is the policy of the Beach Cities Health District (“District”) to advance wages under certain circumstances with Chief Executive Officer (CEO) approval.

**SCOPE:**

**3260.1** This policy applies to all District employees that have a regularly set work schedule.

**RESPONSIBILITY:**

**3260.2** It is the responsibility of management to understand, communicate and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

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**3260.3** Employees requesting payment of wages in advance of regular pay days as defined in Policy 3250, Payroll Pay Periods, shall submit a help desk ticket request to Human Resources.

**3260.4** The CEO is the only person who may authorize the requested advancement of wages.

**3260.5** Advancement of wages prior to a regular payday is not a privilege that an employee may use, but may be recommended to the CEO by Human Resources at his/her discretion in case of employee necessity and/or personal financial emergency.

**3260.6** Requests for advancement of wages may be submitted only once in any pay period, and frequent requests shall be grounds for denial.

**3260.7** An employee may request a maximum of one pay period of wages to be advanced and the wages are to be paid back within six months from the time the wages are advanced. The advanced wages will be subject to Applicable Federal Rate (AFR) set by the IRS each month.

**3260.8** The wages advanced will be deducted directly through payroll and may be prepaid by the employee, in whole or in part, within the six-month period from the time wages are advanced.

**3260.9** The remaining balance of wages advanced shall be immediately due and payable upon termination of employment with the District. The balance will be deducted from the employee’s final paycheck.

**EXCEPTIONS:**

**3260.10** The Chief Executive Officer is the only person authorized to make exceptions to this policy.