

**44th ANNUAL MEETING – SEPTEMBER 2022****Amendment to the NAFO Staff Rules
to Update Payroll Deposit Days
(Prepared by the NAFO Secretariat)****Background Information**

In accordance with Rule 4.2 of the NAFO Staff Rules, NAFO Secretariat staff members are provided their pay two (2) banking days before the semi-monthly pay periods of the fifteenth (15th) day and the last day of each month.

The current two (2) banking days in advance policy has been in place since the establishment of NAFO and was done to allow sufficient time for staff members to manually deposit their pay cheques and for the cheques to clear the bank.

The NAFO Secretariat switched its payroll to direct deposit which ensures that staff members have access to their funds on the designated paydays and eliminates the need for the two (2) banking day grace period to deposit their pay cheques. The elimination of the two (2) days in advance requirement also provides better consistency as to when the semi-monthly pay dates will occur.

Proposal

The NAFO Secretariat proposes that Rule 4.2 of the NAFO Staff Rules be amended to read:

SECTION 4. Hours of Work and Pay Periods

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Rule 4.2

The Organization will pay the members of the Secretariat twice a month, the reference days as pay days being the fifteenth (15th) day and the last day of each month. ~~Members of the Secretariat will be given their pay cheques two (2) banking days before the pay days.~~