

County of Elgin

Human Resources Policy Manual

Code - **NU/FT/PT**

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Section: **4**

Subject: **Retroactive Pay**

Policy Number: **4.50**

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### **Retroactive Pay**

Any employees covered by this manual as of the retroactive date who have ceased to be employed shall have a period of thirty (30) days only from the date of mailing of notices in which to claim from the County any adjustments to their pay. Any new employees hired since that date shall be entitled to pro-rata adjustments to their remuneration from the date of their employment. The Human Resources Department shall contact, in writing, by mailing notices to their last known addresses, any employees who have since left its employ. These shall be mailed, by registered mail, within fifteen (15) days of the date Council passes the appropriate by-law(s).