

# **THE WEST VIRGINIA WAGE PAYMENT AND COLLECTION ACT**

**This abstract must be placed in an area accessible to all employees in accordance  
with the requirements of W. Va. Code §21-5-9.**

## **REQUIRES THE EMPLOYER TO:**

Pay employee wages at least twice a month, with no more than 19 days between paydays (W. Va. Code §21-5-3(a)).

Compensate employees for services rendered by cash, check, direct deposit, or money order, and make arrangements with a bank convenient to the place of employment for employees to have immediate access to their wages (W. Va. Code §21-5-4(a)).

When an employee is discharged, quits, resigns, is laid off, or is on strike, pay the employee on or before the next regularly scheduled payday for all work he or she performed prior to his or her separation from employment (W. Va. Code §21-5-4(b)).

On separation from employment, pay an employee the fringe benefits due and payable according to the time, terms, and conditions of an employer-employee agreement, whether verbal or written, if any (W. Va. Code §21-5-4(b)).

Notify employees in writing at the time of hire, or by a posted notice that is accessible to all employees, identifying the employer's established work week, pay periods, regularly scheduled pay days, and employment practices and policies regarding vacation, sick leave and other fringe benefits, if any (W. Va. Code §21-5-9).

Provide employees with at least 1 full pay period's written notice before making any changes to an employee's rate of pay, fringe benefits, the time and place for meeting payroll, or any other existing terms or conditions of employment (W. Va. Code St. R. §42-5-4.2)).

Furnish each employee with a written itemized statement of deductions withheld from his or her wages each pay period (W. Va. Code §21-5-9)).

## **PREVENTS THE EMPLOYER FROM:**

Selling goods or supplies to employees at prices higher than the current market value (W. Va. Code §21-5-5).

Deducting more than 25% of an employee's net earnings under a wage assignment (excluding amounts required by law to be withheld or paid for union or club dues, pension plans, payroll savings plans, credit unions, charities, and hospitalization and medical insurance) (W. Va. Code 21-5-3(e)).

Accepting a wage assignment that does not contain the employee's notarized signature, specify the total amount due and the amount to be deducted, and state that 75% of the employee's net wages are exempt from assignment (W. Va. Code §21-5-3(e)).

Refusing to pay wages owed, up to \$800.00, to the relatives of a deceased employee (W. Va. Code §21-5-8a).

WEST VIRGINIA DIVISION OF LABOR  
1900 KANAWHA BOULEVARD EAST  
CAPITOL COMPLEX  
BUILDING 3, ROOM 200  
CHARLESTON, WEST VIRGINIA 25305  
304.558.7890  
wageandhour@wv.gov  
www.wvlabor.com