

Policy - 5312

Personnel

Pay Periods

The District shall pay staff in twelve equal installments or based on hours worked. The monthly pay date shall be the twenty-fifth (25th) day of each month or the last working day prior to regular District breaks or vacation. If the regularly scheduled pay date falls on a Saturday or Sunday, pay checks will be issued on Friday.

Appropriate adjustments, including those for overtime or unpaid leave of absence will be included each month as they occur.

The payroll for staff shall be prepared in accordance with current salary schedules and rates. Payroll documents shall be completed and authenticated by supervising staff according to the established payroll calendar cutoff dates prior to checks or warrants being issued.

Adoption: First Reading: December 2013 Adopted