

Code No. 706 PAYROLL PROCEDURES

Code No. 706.1 PAYROLL PERIODS

The payroll period for the school district is monthly. Employees are paid on the 25th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

The requirements stated in the Employee Handbook between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees will be followed.

Licensed personnel shall have the option of receiving their paychecks in ten (10) or twelve (12) monthly installments. Exception: Any person that terminates employment by resignation and/or retirement shall receive their payments in full the pay period following the effective date of termination.

Legal Reference:

Iowa Code §§ 20.9 ;91A.2(4) ,.3 (2003).

Cross Reference:

706.2 Payroll Deductions

First Reading: July 18, 2018

Second Reading: August 20, 2018