

# **707.01 Payroll Procedures**

Friday, August 11, 2023

## **PAYROLL PROCEDURES**

The payroll period for the school district shall be monthly. Monthly payments for all classified and certified employees will be made on the 15th of each month, starting the month following commencement of employment. If the 15th day falls on a weekend or vacation day employees will be paid the last school day prior to the 15th. The annual salary of all full time employees will be divided into 12 equal monthly payments. If a certified employee terminates his or her employment with the school district upon the completion of a school year, he or she will continue to be paid on a 12-month basis as specified in the contract document.

All salary deductions for both classified and certified employees shall be made on the basis of a fraction of the total contract days, for unexcused absences.

Within ten working days after a written request is made by an employee, the Superintendent shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

It shall be the responsibility of the superintendent to issue payroll to employees in compliance with this policy.

The requirements stated in the Negotiated Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees shall be followed.