

STAFF COMPENSATION PROCEDURES
PERSONNEL REGULATIONS

I. Paydays

1. All payroll checks/direct deposit stubs will be available on the last working day of the month.
2. Checks/direct deposit stubs will be distributed at the work location unless other arrangements have been made with the finance office in advance.
3. During inclement weather or an emergency situation should a payroll date be missed due to school closing, checks will be available for pickup by employees at the normal distribution site unless the site is closed, in which case checks will be distributed from the School Board office. If not picked up by the employee, or if all offices are closed, the checks will be distributed as soon as offices reopen.
4. All full-time employees, including 10, 11, and 12-month employees will be paid in 12 equal installments. If an employee does not start at the beginning of the 12-month pay cycle, then the contract will be divided into equal installments over the remaining months of the pay cycle. The pay cycles are as follows:

10-month and 11-month employees: August through July

12-month employees: July through June

5. Employees will be docked for any leave time taken beyond what has been awarded. Any employee receiving a dock will be sent a "Leave Without Pay Payroll Docking Request" (LWOP) to sign and return to the Central Office. The amount and schedule for the dock will be included on this document. The payroll docking schedule is as follows:

Schedule #1: 1-10 days LWOP will be docked in one month

Schedule #2: 11-20 days LWOP will be docked in two months

Schedule #3: 21-30 days LWOP will be docked in three months

Schedule #4: 31-40 days LWOP will be docked in four months

Days beyond 40, LWOP will be docked according to the continuation of the schedule pattern.

No exception to this schedule will be made unless a formal request is made in writing to and approved by the Assistant Superintendent of Administration.

Revised: November 14, 2016
