

Policy Title: Pay Schedule

Policy No: 403.10

Eligible classified employees who regularly work twenty (20) or more hours per week may be paid on a twelve-month basis (September – August). Support employees who work irregular hours, less than twenty (20) hours per week, hired after the school year commences, will be paid for actual hours worked in the month.

If overtime is accrued, it will be paid on the month it is accrued or the following month. In case of emergency closures, the hours will be deducted in the month of the closure or the following month.

Time cards are due to the immediate supervisor by the tenth (10th) day of each month. Time cards cover the period of time from the eleventh (11th) day of the month through the tenth (10th) day of the following month.

Employees will be paid once a month on the twentieth (20th) of each calendar month. If the twentieth (20th) of the month falls on a Saturday or Sunday, or Monday when Monday is a holiday, then said payment will be made on the preceding Friday.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted:	05/12/1975
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