

**Policy Title: Salary Payment**

**Policy No: 402.08**

Annual salary of certified employees will be paid in twelve (12) equal payments. If the certified employee faithfully complies with and fully performs the provisions of his or her contract, then said annual compensation shall be paid in the following manner, to wit: One twelfth (1/12) to be paid on the twentieth of September and the remainder of said sum to be paid in eleven (11) equal installments on the twentieth of each calendar month thereafter until twelve (12) payments have been paid. If the twentieth of the month falls on a Saturday or Sunday or on Monday when Monday is a holiday, then said payment will be made on the preceding Friday.

**Policy Cross Reference:**

Board Policy 402.07	Salary Schedule
Board Policy 402.09	Compensation for Extra Services

**Legal Reference:**

**Policy History:**

Adopted:	05/12/1975
Amended:	01/00/1985
Reviewed:	03/13/2006
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Amended:	06/08/2015