

PAYROLL PERIODS

All certified teaching staff, administrators, directors, 12 month salaried employees and nurses are paid monthly. Employees are paid on the 20th 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.

All other hourly staff are paid biweekly on Friday. If this day is a holiday, the payroll is paid on the last working day prior to the holiday.

It is the responsibility of the board secretary/business manager or designee to issue payroll to employees in compliance with this policy.

Legal Reference: Iowa Code §§ 91A.

Cross Reference: 706.2 Payroll Deductions

Adopted: 04/22/1996

Reviewed: 02/14/2000; 01/13/2003; 04/10/2006; 11/24/2008; 8/28/2017

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