

Business Procedures and Non-Instructional Series
700 Series

PAYROLL PERIODS
Code No. 706.1

It shall be the policy of the Board of Directors that all licensed personnel of the school district shall be paid on the fifth (5th) and the twentieth (20th) day of each month. If a payday falls on or during a holiday, vacation, or weekend, licensed employees shall receive their paychecks on the last prior working day.

All classified employees of the school district shall be paid on the fifth (5th) and the twentieth (20th) day of each month. If the fifth (5th) or twentieth (20th) fall on or during a holiday, Saturday or Sunday, classified employees shall receive their paychecks on the last prior working day. Pay period cut-off is the second and fourth Friday of each month.

All regularly employed full-time and part-time licensed and classified personnel shall have the option of providing the necessary information to the Board Secretary so that all salaries or wages may be paid by direct electronic deposit to the financial institution of choice. Casual, temporary, or substitute employees are encouraged to have salaries or wages paid by direct electronic deposit, but shall not be subject to this requirement.

The above policy is subject to review and revision through the collective bargaining process where such a process exists.

Legal References: Iowa Code Section 20.9; 91A.2(4), .3 (1997).

Cross References: Salary Schedule for Certified Personnel
Salary Schedule for non-Certified Personnel
Payroll Deductions

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