

PAY SCHEDULES

I. The Board of Education establishes the following:

- A. Paychecks and direct deposits will be made available on the 15th and last day of the month. If either date falls on a weekend, then the preceding Friday will apply as the distribution date. Alterations to the above schedule will be communicated to the Superintendent, president of the teachers' association, school principals, school managers, and administrators at least two weeks prior to the event. A notice will also be posted in all buildings for all employees to observe.
- B. Each permanent employee will be paid via direct deposit on a semi-monthly (24 pays per year) basis unless otherwise indicated below.

Cafeteria Workers: will be paid via direct deposit on a semi-monthly (20 pays per year) basis unless a voluntary election is made to be paid over 24 pays.

Bus Drivers: will be paid via direct deposit on a semimonthly (20 pays per year) basis unless a voluntary election is made to be paid over 24 pays.

Temporary Workers: will be paid via direct deposit on a semi-monthly basis, as indicated by their respective time sheets.

- C. Attendance periods - Employees' attendance is reported daily via the systems computer by 3:00 pm each working day. Attendance reflected on the employee's paycheck reflects the attendance of the prior period. Attendance from the first of the month through the 15th is reflected on the last pay of the month. Attendance from the 16th through the end of the month is reflected on the following month's 15th paycheck.
- D. Substitutes & Temporary Workers - Attendance is entered either through the systems computer or through the submission of time sheets. Paychecks follow the above schedule, with payment reflecting the attendance of the prior period (see item C above).

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