

Series 700 – Business Procedures

Policy Title: **Payroll Periods**

Policy Code No. **706.1**

It shall be the policy of the Board of Directors that all personnel of the school district be paid monthly in accordance with the length of service stated on their contracts. All personnel will be paid on the twenty-second (22nd) day of each month. If this date falls on a weekend or holiday, checks will be issued on the previous working day.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

The requirements stated in the Master Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees will be followed.

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| Date of Adoption | 08/28/1989 |
| Review Date | 07/11/2016 |
| Revision Date | 07/11/2016 |

Legal Ref.: Iowa Code §§ 20.9, 91A.2(4), 3 (2013).

Cross Ref.: Board Policy

706.2 Payroll Deductions