

**REQUIRED**

Descriptor Code: DAF

**PAYROLLS**

All employees shall be paid according to a specific schedule determined by the Board annually. Contracted employees shall be paid twice each month. Hourly personnel shall be paid twice each month.

**Compensation Period**

Contracted employees working a partial year shall be paid proportionately over a 10 or 12 month period.

Employees must give written notice of their election choice prior to the employee's first day of work. This requirement applies to all newly contracted partial year employees and existing contracted partial year employees who have not previously submitted a written election. Employees failing to meet the election deadline requirements shall be paid proportionately over a 12 month period.

An election choice cannot be altered once an employee's work period begins and will remain in effect indefinitely unless the employee gives notice of an election change in accordance with this policy.

**Final Paycheck**

The final paycheck of an employee shall not be released until all school property and records issued to the employee have been returned.

**POLICY ADOPTED: 08 JUL 08**  
**POLICY AMENDED: 12 OCT 09**