

PAYROLL PERIODS

Classified employees and administrators shall be paid in twenty-four (24) equal installments on or before the 15th of each month and the last working day of each month, unless otherwise requested and approved by the Central Office.

Each employee shall be paid in twenty-four equal installments on the fifteenth and last day of each month commencing the first work day of September, the second payment to be on or before September 30th and the balance on the 15th and the last working day of each month thereafter.

Part-time or substitute help shall be paid once each month, on or about the 15th of the month.

When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

Employees' pay shall be direct deposited and the employee will receive a copy of their check stub via email from the Business Manager.

LEGAL REFERENCE: Code of Iowa, Section 20.9

DATE OF ADOPTION: January 14, 1981

DATE OF REVISION: October 8, 1997; January 18, 2016