Article IX.A.1.e.   Payment of Salaries

A.   Procedures for the Payment of Salaries

1.   Paychecks will be made available to employees on the last District working day of each month, except as may be otherwise provided below.

2.   Employees who work in non-school locations will receive a semi-monthly paycheck on the 15th of each month or the preceding Friday, if the 15th falls on a Saturday or Sunday. This check is in addition to the end of the month paycheck listed in #1 above. Substitute teachers are also paid on the 15th of the month.

3.   A contract employee who begins employment after the first normal working day of each year will receive the first paycheck within five working days following the next regular payday. The first paycheck will be computed by multiplying the number of days worked through the first payday by the employee's daily rate of pay. The balance of the employee's estimated annual earning will be divided equally over the remaining paychecks.

4.   A contract employee terminating employment before the final normal working day of each year will receive the final paycheck within five working days following the next regular payday.

5.   An hourly employee's paycheck or termination paycheck will be issued on the payday for the pay period during which employment began or terminated.

6.   Employees on a nine-month contract may elect to obtain their June, July, and August contract checks one week after the final contract day for nine-month teachers. Employees on a ten-month contract may elect to obtain their June, July and August checks on June 30, with the exception that if the ten-month contract extends beyond June 30, the July and August contract checks will be available on the final contract day. A formal request for this service must be made in writing on a form provided by the District office. Such requests must be received by the District payroll office not later than May 1. This option is not available to year-round employees. Checks for such requests will be available until 3 p.m., at which time those not picked up will be mailed.

7.   December paychecks will be issued prior to Christmas vacation for employees who have no further working days in December, except for employees using direct deposit. (Those on direct deposit will be issued their paycheck the same day as 12 month employees.)

8.   If the last annual contract day for nine-month employees is within one calendar week prior to the last District working day in May or June, paychecks for nine-month employees will be made available on the teachers' last annual contract day, except for employees using direct deposit. (Those on direct deposit will be issued their paycheck the same day as 12-month employees.)

9. When paychecks are given out prior to the end of the month in accordance with the above provisions, payments of withholdings to the credit union, salary reduction to tax-sheltered annuity companies, and various other insurance agencies will be remitted as if the deductions were taken on the last District working day of the month.

10. For teachers on a nine-month or ten-month contract, pay will be calculated on either a ten or twelve check basis, i.e., net annual salary divided by either ten or twelve shall constitute one month's payment. For those choosing the ten-pay basis, the tenth check will be available one week following the last contract day for nine or ten-month teachers, but not later than June 30.

11. Employees will not be compensated for absences if the absences were not authorized according to policy or negotiated agreement. For these purposes, a day's pay is calculated as the "total net earnable salary," as listed on the contract, divided by the number of contract working days for the particular employee. A deduction for an unauthorized absence does not preclude additional disciplinary measures such as, probation, dismissal, or non-renewal of contract.

Some administrative regulations relating to employee absences with and without pay are contained in Administrative Memoranda 19, 34, 71, and 79.