

Adopted: May 7, 1996

District 77 Policy 719

Revised: February 7, 2011
July 8, 2013

719 PAYROLL PERIODS

I. PURPOSE

The purpose of this policy is to establish payroll periods for personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish payroll periods for its personnel.

III. REQUIREMENT

- A. Licensed instructional staff and administrative staff will be paid in twenty-four (24) equal installments - on the 15th day of the month and on the last day of the month.* Licensed staff on nine-month contracts may collect their June, July, and August payments on the June 15th pay date.
- B. All other staff will be paid on the 15th day of the month and on the last day of the month.*

*When the 15th of the month, or the last day of the month, falls on Saturday, Sunday, or a legal holiday, payments will be issued on the preceding workday.