

FARIBAULT AREA PUBLIC SCHOOLS  
Faribault, Minnesota

Business Procedures  
Series No. 800

**PAYROLL PERIODS**  
Policy No. 803.7

It shall be the policy of the Board of Education that personnel of the School District shall be paid semi-monthly whenever their regular services can be predicted. Personnel with irregular hours of service shall be paid semi-monthly on the basis of the hours listed on their time record. Special assignments, such as (overtime and summer school) will be paid semi-monthly during the time that the assignment is worked.

Paydays will be on the fifteenth and the last day of each month. When the fifteenth or last day of the month is a holiday, a Saturday or a Sunday, the payday shall be moved to the preceding business day.

April 14, 1975  
Date of Adoption

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Legal Reference

January 9, 1989  
Date of Revision

June 24, 2002  
Date of Revision