

**Billings School District 2**

**PERSONNEL**

Payment of Wages Upon Termination

When a District employee separates from employment, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- The District files a report of the theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period.

Legal Reference:        § 39-3-205, MCA        Payment of wages when employee separated from employment prior to payday – exceptions

Policy History:

First Reading: July 18, 2022 – Board of Trustees

Second Reading: August 2, 2022 - Board Operations Committee

Third Reading: August 15, 2022 – Board of Trustees

Adopted on: August 15, 2022

Reviewed on:

Revised on: