

PAYROLL PROCEDURES/SCHEDULES

Code **DKA** Revised **12/12**

Purpose: To establish the basic structure for payment of salary to district employees.

The business office issues all paychecks for regular staff members, aides and substitute or part-time workers.

Except as provided below, the district pays **all** employees on the 20th of each month. If the 20th falls on the weekend or holiday, the checks will be issued on the last working day prior to the weekend or holiday with the following exceptions.

- maintenance/janitorial – weekly
- cafeteria – weekly
- bus drivers – every 20 days
- substitutes for maintenance, janitorial, cafeteria – weekly
- substitutes for teachers and aides - monthly

Adopted 6/2/80; Revised 6/6/83, 11/3/97, 12/3/12