

PAYROLL PROCEDURES/ SCHEDULES

All payroll checks will be distributed on the 27th day of the month by direct deposit to individual accounts. If the 27th is a holiday or weekend, the funds will be deposited on the last banking day prior to the 27th. Employees who have not yet arranged for direct deposit will have their checks put in the city mail on the 27th of the month or the last banking day prior to the 27th.

Adopted prior to 1985
Revised to conform with practice: date of manual adoption
Revised August 4, 1993
Revised June 2, 1999
Revised April 18, 2018

Contract ref: TEA Agreement, Article 12--Payroll Arrangements for Certificated Personnel – See the Licensed Employees' Handbook