

PAYROLL PROCEDURES

Employees paid on regular payroll status shall be paid on the first banking business day of the month. If the first calendar day falls on a weekend or holiday, employees shall be paid on the next business day.

Guest Staff employees shall be paid on the 15th day of the month. Food Service employees shall be paid on the 1st and 15th day of the month. If the 1st or 15th falls on a weekend or holiday, employees shall be paid on the next business day.

Adopted September 1972
Revised September 1993
Revised June 29, 1994
Revised May 2003
Reviewed January 9, 2013
Reviewed September 28, 2016
Revised October 23, 2019
Reviewed May 25, 2022

LEGAL REFS.: C.R.S. 8-4-109

CROSS REFS.: DFG and DFG-R, Revenues Generated from School or District Activities
DKA-R, Compensation Administration (Regulation)
DKC, Expense Authorization/Reimbursement
KF, Community Use of District Property (for Non-District Use)

CONTRACT REFS.: CSEA Master Agreement
Educational Support Professionals Meet and Confer Handbook
Executive/Professional Meet and Confer Handbook