



1800 Solar Drive • Oxnard, California 93030 • (805) 385-2500

## ANNUAL NOTICE TO EMPLOYEES 2024-2025 PAY DATES

### BOARD OF TRUSTEES

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Employees are paid monthly, with pay periods aligned to individual schedules and assignments. Here's the regular payday schedule:

**Regular Assignments:** Employees will receive pay on the last day of each month. For example, March 2025 days/hours are paid on March 31, 2025.

**Substitute and Hourly Work:** Payment for substitute and hourly work will be issued in the following month after completion of work and submission of timesheets.

**Professional Development and Non-Positional Pay:** Payment for professional development or other non-positional pay will be processed according to submission deadlines.

**Late Submissions:** Late submissions for pay will be processed in the next pay cycle. Submissions received at the end of the school year will be processed in July.

Employees are required to update their direct deposit information, personal tax withholdings, addresses, or other details by specified deadlines for each pay period. Changes made after the deadline will take effect in the subsequent pay period.

Your timely attention to these deadlines is appreciated.

### ADMINISTRATION

Tom McCoy, Ed.D.  
Superintendent

Deborah Salgado, Ed.D.  
Assistant Superintendent  
Human Resources

Roger Adams  
Assistant Superintendent  
Educational Services

Richard Urias  
Assistant Superintendent  
Business Services

### 2024-2025 Monthly Pay Dates:

Jul 2024: 07/31/2024	(Changes due by End of Day 07/23/2024)
Aug 2024: 08/30/2024	(Changes due by End of Day 08/22/2024)
Sep 2024: 09/30/2024	(Changes due by End of Day 09/22/2024)
Oct 2024: 10/31/2024	(Changes due by End of Day 10/23/2024)
Nov 2024: 11/27/2024	(Changes due by End of Day 11/19/2024)
Dec 2024: 12/30/2024	(Changes due by End of Day 12/18/2024)
Jan 2025: 01/31/2025	(Changes due by End of Day 01/23/2025)
Feb 2025: 02/28/2025	(Changes due by End of Day 02/20/2025)
Mar 2025: 03/31/2025	(Changes due by End of Day 03/19/2025)
Apr 2025: 04/30/2025	(Changes due by End of Day 04/22/2025)
May 2025: 05/30/2025	(Changes due by End of Day 05/21/2025)
Jun 2025: 06/30/2025	(Changes due by End of Day 06/22/2025)

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