Adopted: *February 25, 2008*

Revised: *4/27/09; 11/14/16; 2/10/20;5/26/26*

438 ESTABLISHMENT OF PAYROLL PAY DATES

I. PURPOSE

The purpose of this policy is to set the payroll pay dates for all school district employees.

II. GENERAL STATEMENT

It is the policy of this school district to pay all school district employees semi-monthly. Pay dates will be the 15th and the 30th of every month except for February. The pay dates for February shall be the 15th and the last day of the month.

If a pay date falls on a weekend or a bank holiday, the pay date shall be the preceding business day.