

## PAYROLL PROCEDURES

The payroll period for the school district shall be monthly. Employees shall be paid on or before the 20<sup>th</sup> day of each month. If this day is a holiday, recess, or weekend, the payroll shall be paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the Business Manager to issue payroll to employees in compliance with this policy.

The requirements stated in the Negotiated Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees shall be followed.