

## **P3510 PAY PERIODS FOR DISTRICT PERSONNEL**

### **BOARD POLICY:**

**Classified personnel shall be paid biweekly on alternating Fridays. In the event the scheduled payday is not a workday or is a bank holiday, paychecks will be mailed on the last day prior to payday.**

Administrative Implemental Procedures:

1. Direct deposit advices and paychecks for employees not using direct deposit will be distributed via school delivery to the employee's base location, during the school year. Temporary employees not assigned a base location will receive direct deposit advices or paychecks by U.S. Mail at their home address. Summer direct deposit advices or U.S. Mail will deliver checks to the home address.
2. When requested, a contracted certificated employee who has completed the contractual commitment by June 30 may receive contractual compensation for the three summer months in a lump sum payment on or before June 30.
  - a. An authorization card must be signed by the employee and filed in the Payroll office by April 1.
  - b. Authorization for lump sum payment will remain in effect until revoked in writing by the employee.
  - c. So long as the authorization for lump sum payment remains in effect, the balance of the employee's contractual compensation shall be paid by June 30 of each year.

Administrative Responsibility: Financial Services

Latest Revision Date: November 2006

Previous Revision Date: March 1999 P3510