

BUSINESS PROCEDURE

Series 800

Policy Title: Payroll Periods

Code Number: 803.7

The payroll period for the District shall be bi-weekly or monthly. Employees paid bi-weekly will be paid every other Friday. Employees paid monthly will be paid on the last day of each month. If this day is a holiday or recess, the payroll shall be paid on the last working day prior to the holiday or recess.

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

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

First Adoption: September 26, 2000
Revision Adoption: January 25, 2010
Legal Reference: Iowa Code §§ 20.9; 91A.2(4), .3 (1997)