

PAYROLL PERIODS

The payroll period for the school district is monthly. Employees are paid on the 25th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the board secretary 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.

NOTE: This policy is written for a monthly payroll period. If another method is used, the policy should be amended to reflect the proper method.

NOTE: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 91A.

Cross Reference: 706.2 Payroll Deductions

Approved **November 11, 1968**

Reviewed **July 2016**
December 13, 2021

Revised **May 10, 1993**
October 14, 2002