

Payrolls and Other Disbursements to Employees

Pay Checks and Direct Deposits

All pay checks or direct deposits shall be issued bi-weekly on Fridays, except in the case of holidays and other circumstances noted in the formally adopted school year calendar. All employees shall receive pay checks pursuant to a pre-approved schedule, in accordance with any applicable collective bargaining agreement. Any exceptions to this schedule require approval by the Business Manager.

Discrepancies in Payroll and Other Disbursements to Employees

The District has in place internal controls to avoid discrepancies in payroll and other disbursements to employees. If a discrepancy occurs, whoever discovers it should contact the Assistant Business Manager in the Business office as soon as possible.

The Superintendent shall develop and promulgate administrative regulations implementing the intent of this Policy.