

# NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

## Series 700

Policy Title \_\_\_\_\_ Payroll Periods \_\_\_\_\_

Code No. 706.01

The payroll period for the school district is monthly. Employees are paid on the 20<sup>th</sup> 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 will be followed.

**Legal Reference:**

Iowa Code §§ 91A.

**Cross Reference:**

706.02 Payroll Deductions

Adopted: October 18, 2011

Reviewed: November 25, 2024

Revised: November 25, 2024