

This school district will issue one payroll per month.

Salary payments for certificated and full time classified personnel will be prorated on a twelve-month (12-month) basis. Certificated personnel may draw their summer checks in advance only if they terminate their employment with the district at the conclusion of the school year, and if the district is fiscally sound.

The payroll for all other personnel is authorized on the basis of the time sheet submitted to the central office.

Pay checks will be issued on the 20th of each month. Should the 20th fall on a weekend or a legal holiday then pay checks will be distributed on the last day of work preceding the weekend or holiday.

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**LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED:** August 18, 1999

**AMENDED:** March 19, 2003