

PAYROLL PERIODS

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

All employees shall be paid every other Friday. When a pay date falls on a school holiday, employees shall receive their pay checks on the last previous working day.

PAYROLL - RATES OF PAY AND TIME CARDS

Salaried employees will be issued payroll checks corresponding to signed contracts on file with the School Board Secretary.

Non-contractual wages to be paid to salaried employees must be submitted on a form developed by the Business Office. The form shall describe the nature of the additional work, days and hours worked, if required, and the signature of the appropriate administrative supervisor. The completed form must be submitted to the Business Manager at least 4 1/2 working days prior to a bi-weekly payroll date if it is to be processed within that payroll period.

Hourly employees shall be paid a rate per hour as approved by the School Board of Education and contained in the collective bargaining agreement for hourly employees. All hourly employees shall complete time cards for their hours worked and submit them to their respective supervisor at least 5 working days prior to the scheduled payroll date. All time cards must be signed by the employee's supervisor prior to processing.

Legal Reference: Iowa Code § 20.9; 91A.2(4), .3 (2011).

Cross Reference: 706.2 Payroll Deductions

Approved: November 14, 1988

Reviewed: January 8, 1996; April 11, 2005; January 14, 2008; November 12, 2012

Revised: March 18, 2002