

## **PAYROLL PROCEDURES**

Personnel will be paid according to salary scales or pay rates adopted annually by the School Board.

Employees hired prior to the start of second semester will be eligible for any salary increase granted for the following year.

Contracted salaries will be paid in twelve (12) monthly installments.

12 month contracts - Paid starting July through June

11 month contracts - Paid starting August through July

10 month contracts - Paid starting August through July

Personnel will be paid and payroll stubs distributed monthly.

Prorating, docking, and other adjustments to an annual salary will be done on a daily rate of pay basis, which will be computed by dividing the number of contracted days into the contracted salary.

If the Finance Office receives an approved leave request on an employee and it is determined the employee does not have a positive leave balance, then the employee is docked at their daily rate of pay for the number of days absent.

Overtime must be approved in advance by the Principal, department director/manager, and by the Assistant Superintendent.

Changes in payroll deductions must be submitted, through ESS, to the finance office by the fifth of each month in order to implement the payroll change for that current month.

A substitute teacher who works more than twenty (20) consecutive days in one (same) position will be considered a long-term substitute and will be paid at a daily rate determined annually as reflected on the "Miscellaneous Pay Rate" schedule. Long term substitutes must be degreed and are approved by the Assistant Superintendent.

Substitutes are paid at a degreed or non-degreed rate that is approved annually by the School Board.

After ninety (90) consecutive days of substituting as a full-time teacher in the same position a contract must be issued. At such time the substitute teacher will be paid in accordance with payroll procedures of contracted personnel.

Non-contracted employees are paid monthly by timesheet or are listed on the monthly school substitute report. Timesheets and substitute reports must be approved by the budget manager or department supervisor and submitted by the fifth of each month in

order be paid for that current month. The actual pay period for which they are paid is for the prior month of performed work.

Principals and departmental directors must approve and submit to the Finance Office monthly timesheets for non-exempt employees by the fifth of the month, and they must approve leave through ESS or designated forms by the fifth of the month.

Adopted: July 8, 2008

Revised: May 9, 2017, July 9, 2019

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Cross Refs: DK      Payment Procedures  
              GBC      Staff Compensation Procedures  
              GBC-R Notice of How Employees Who Work Less Than 12 Months Are  
                          Paid  
              WPS Miscellaneous/Substitute Pay Rates