

Non-Instructional Operations

Series 700

Policy Title: Payroll Periods

Code No. 706.1

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The payroll period for Exempt employees is monthly. Employees are paid on the last regular business day of each month. If this day is a legal holiday the payroll is paid on the last working day prior to the legal holiday.

The payroll period for Non-Exempt employees is semi-monthly. Employees are paid on the 15th of each month for the 16th through the last regular business day of the prior month. Employees are paid on the last regular business day of each month for the 1st through the 15th of the current month. If this day is a legal holiday the payroll is paid on the last working day prior to the holiday.

All licensed personnel under the master teacher contract new to the system shall be paid \$1,000 one pay date prior to the first regularly scheduled pay under their new contract. The remaining yearly contract salary shall be prorated over twelve months with payment on the last regular business day of each month.

All licensed personnel who retire upon completion of a regular contract, may receive payment for the balance of that contract on the last regular payroll of the fiscal year. The retiree will be given the opportunity to continue insurance programs and other benefit programs for the number of months that are being combined into one final payment.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

Adopted: March 12, 1973

Legal Reference: Iowa Code §§ 91A.

Reviewed: October 20, 2014
February 18, 2019

Amended: February 10, 1992
April 14, 1993
February 8, 1999
August 18, 2003
February 1, 2010
November 3, 2014
April 19, 2021

Cross Reference: 706.2 Payroll Deductions