

PAYROLL PERIODS

Code No. 706.1

It shall be the policy of the Board of Directors that all personnel of the school district shall be paid on the fifth (5th) and the twentieth (20th) day of each month. If a payday falls on or during a holiday, vacation, or weekend, licensed employees shall receive their paychecks on the last prior working day. Pay period cut-off is the second and fourth Friday of each month.

All regularly employed full-time and part-time licensed and classified personnel shall have the option of providing the necessary information to the Board Secretary so that all salaries or wages may be paid by direct electronic deposit to the financial institution of choice. Casual, temporary, or substitute employees are encouraged to have salaries or wages paid by direct electronic deposit, but shall not be subject to this requirement.

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

Legal References: Iowa Code 91A

Cross References: 706.2 Payroll Deductions

Adopted: 04/13/1987

Reviewed: 02/09/2026

Revised: 05/13/2024