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Full-time employees shall be paid in twelve (12) equal installments, and shall be paid on or before the 25th of each month.

Deductions from monthly checks will be made upon employee written request. Such requests must be made by the 20th of each month.

Salary payments for certificated 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.

Salary payments for supplemental contracts have the following elections:

- 1. Prorated over 12 months for certificated employees.*
- 2. Prorated from the start date of the contract through June .*
- 3. Paid in equal installments each month that the contract is in force. (90 days = 3 pymnts)*
- 4. Paid in one payment at the end of the contract period. (90 days = 1 pymnt)*

No payment shall be made on a contract before the contract start date.

The payroll for all other personnel, including supervisory positions, that are not stipulated as "salaried" on the classified salary schedule are authorized on the basis of the time sheet submitted to the central office.



LEGAL REFERENCE:

Idaho Code Section 33-506
Policy No. 407

ADOPTED:

**Language in text set forth in italics is optional.*

Presented to the policy committee 03-19-02;7-16-02;10-01-02; 11-04-02