

BOARD AGENDA ITEM

May 23, 2023

SUBJECT:

Revision of the following policy:

Policy DKA Payroll Procedures/Schedules, First Reading

BACKGROUND INFORMATION:

Policy DKA Payroll/Procedures Schedules establishes frequency and timelines for employee paychecks.

ADMINISTRATIVE CONSIDERATION:

Slight revisions have been made to pay cycles as result of the modified school calendar commencing in 2023 – 2024. Bus drivers have shifted from a September through August pay cycle to an August through July pay cycle. The policy change also updates some old language.

RECOMMENDATION:

Approve the following policy:

Policy DKA Payroll Procedures/Schedules, First Reading

ATTACHMENTS:

Policy DKA Payroll Procedures/Schedules

PREPARED BY:

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PAYROLL PROCEDURES/SCHEDULES

Code **DKA** Issued **3/176/23**

Purpose: To establish the basic structure for payment of salary to district employees.

The business office issues all paychecks for regular staff members and substitute or part-time workers.

A pay day schedule will be prepared annually by the division of business services and approved by the superintendent designating the dates of payment. The schedule will be distributed prior to July 1 to all work locations and posted for the benefit of employees.

~~Beginning in 2017-18, all~~ All certified and classified employees will receive two paychecks per month for a total of 24 paychecks for the year. Twelve-month employees' paychecks will be based on a July through June cycle each year. Non-twelve-month employees' paychecks will be based on an August through July cycle each year.

~~Bus driver regular and overtime pay will receive two paychecks per month as described above. Bus driver pay will be subsequent to the close of a pay period and based on actual hours worked. Bus drivers' paychecks will follow a September through August cycle each year.~~

Extra duty, ~~substitute~~, and ~~either other pay for non-permanent positions~~ overtime will be paid subsequent to the close of a pay period based on actual hours worked. Pay dates will follow the pay schedules ~~as other employees~~.

Adopted 6/76; Revised 5/22/84, 5/27/86, 5/26/87, 6/12/01, 10/9/01, 3/28/17, 6/13/23