

BOARD AGENDA ITEM
March 28, 2017

SUBJECT:

Changes to Policy DKA Payroll Procedures/Schedules

BACKGROUND:

This policy establishes the basic structure for payment of salary to district employees.

ADMINISTRATIVE CONSIDERATION:

The proposed policy update changes the district's payroll schedule from twelve paychecks to twenty-four paychecks per year.

RECOMMENDATION:

Adopt the proposed changes on final reading

ATTACHMENT:

Policy DKA Payroll Procedures/Schedules

PREPARED BY:

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King Laurence

Policy DKA Payroll Procedures/Schedules

Issued 3/17

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 certified and classified employees will received 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 be 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 other pay for non-permanent positions will be paid subsequent to the close of a pay period and 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

The School District of Aiken County