

**BOARD AGENDA ITEM**  
**March 14, 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:**

Approve the proposed changes on first reading

**ATTACHMENT:**

Policy DKA Payroll Procedures/Schedules

**PREPARED BY:**

Tray Traxler  
King Laurence

## Policy DKA Payroll Procedures/Schedules

Issued 10/01

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.

~~All certified personnel will receive 12 checks per year on the 20th of the month or the prior working day that falls closest to the 20th of the month.~~

~~All classified personnel employed in excess of nine months will receive 12 checks per year on the same schedule as that approved for certified employees. Classified personnel employed for nine months or less will receive 12 checks on the same schedule as that approved for certified employees with the first check being issued in September.~~

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.

Substitutes, homebound teachers, adult education and alternative school personnel will be paid on the first working day of each month. 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.

Bus drivers will be paid 10 days subsequent to the close of the time period prescribed by the state department of education (office of transportation).

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