

## **BUSINESS PROCEDURES - Series 800**

### **803 Expenditures**

#### **803.7 Payroll Periods**

The payroll period for the school district shall be monthly. Employees shall be paid on the 20<sup>th</sup> day of each month. If this day is a holiday, recess or weekend, the payroll shall be paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the business manager to issue payroll to employees in compliance with this policy.

The requirements stated in the Master Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees shall be followed.

Adoption Date: January 24, 1983

Review Date: December 21, 2009

Revision Date:

Legal Reference: Iowa Code §§ 20.9; 91A,2(4), .3 (1995).

Cross Reference: 803.8 Payroll Deductions