

## PERSONNEL

### Pay Periods

The district shall pay full-time staff in twelve equal installments on (or before the first) the last working day of each month, except for the initial month worked, with appropriate adjustments including those for overtime or unpaid leave of absence.

The payroll for staff shall be prepared according to current salary schedules and rates and completed and authenticated by supervising staff according to the payroll calendar cutoff dates prior to the pay rate.

Adoption Date: January 13, 1993