

PAYROLL PROCEDURES/PAYDAY SCHEDULES

All salaries and supplements paid to all employees will be paid in accordance with the ~~school schedule~~ approved by the School Board. If the School Board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the School Board shall establish a payment schedule to ensure that all contracted personnel are compensated for time worked within the first month of employment. The Division will maintain records that accurately reflect the compensation and related benefits of each employee.

~~Ten and 11 month employees who start at beginning of the school year may elect to have their payments on a 12-month basis instead of a 10- or 11-month basis, respectively. Employees who choose to receive payment of wages beyond the period in which the wages were earned must provide a written election of such deferral on a form designated by the Department of Human Resources by the established deadline. The selection of a pay option will remain in effect for that entire pay cycle year.~~

~~Ten-month employees hired after September 15 or 11-month employees hired after August 15 will have their first pay pro-rated and then the remainder of their pay in installments through the end of June. Checks~~ The School Board will pay for regular employees will be distributed once per month based upon the established pay cycle. All employees ~~are required to~~ must have their pay deposited directly into their bank accounts as a condition of employment. All regular employee wages, including 10- and 11-month employees, will be paid on a 12-month basis.

The Department of Human Resources ~~should~~ must be notified in writing of any changes in name, marital status, address, and termination of employment. In cases of change in name and/or marital status, new tax forms must also be submitted.

Adopted: July 1, 1993
 Amended: July 10, 2008; May 12, 2016
 Reviewed: October 14, 2004

Legal Refs.: 26 U.S.C. § 409A
 Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

Cross Refs.: DK, Payment Procedures
 DLB, Salary Deductions
 GCA, Personnel Definitions

