

PAYROLL PROCEDURES/PAYDAY SCHEDULES

All salaries and supplements paid to all employees ~~are will be~~ paid in accordance with the schedule approved by the School Board. If the School Board ~~sets the school calendar so that the first day students are required to attend occurs~~ ~~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 [School](#) Division will maintain records that accurately reflect the compensation and related benefits of each employee.

The School Board will pay regular employees ~~once per month~~ based upon the established pay cycle. ~~To the extent possible, All employees 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. Employees are responsible for providing up-to-date and accurate direct deposit information in a timely manner.~~

The Department of Human Resources 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; May 10, 2018
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*
IC/ID, School Year/School Day

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