

D-3000 © DKA PAYROLL PROCEDURES/SCHEDULES

PAYMENT OF SALARIES

- 1) All regular contract employees shall be paid in equal periodic installments, according to the terms of the contract.
- 2) Other type of pay such as substitutes, overtime, non-contract, and casual shall be made on the same dates as regular contract pay dates. These types of pay are subject to reporting and processing deadline dates determined by the Personnel and Business Offices.
- 3) Payroll Dates: Dates for payment of wages will be published annually. These paydays will conform to the following guidelines:
 - a) Payroll release dates will be twice a month according to the published schedule.
 - b) If the regular pay date falls on Saturday or Sunday, payroll will be released on the preceding Friday.
- 4) No salary shall be paid until service has been rendered.

SALARY ADJUSTMENTS

- 1) Salary adjustments for reassignments, additional hours or reclassification or for correction of error(s) shall be made after approval as an amendment to the contract.
- 2) Adjustments will include assignments not made prior to the close of the previous school year and credit for additional semester hours earned during the summer.
- 3) The additional assignments and hours earned will be turned in to the Personnel Office to allow time for transcripts verifying the additional hours to arrive and principals to complete extra assignment rosters. All transcripts verifying additional hours must be official and must be received by the Personnel Office before October 1, each school year in order to receive credit on the salary schedule. All experience must be verified in writing by previous employers and must be on file in the Personnel Office no later than thirty (30) days after employment begins.
- 4) The adjusted amount will be divided equally over the remaining pay checks.
- 5) All adjustments must reflect the present contract in force and no adjustments will be made for previous contractual years' agreements.

- 6) No adjustments will be made after the current school year ending date for which the contract is in force.

Adopted: June 5, 2006

CROSS REF.: GCQF - Discipline, Suspension, and Dismissal of
Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of
Support Staff Members