

## PAYROLL PERIODS

The payroll period for the school district is monthly. All contracted and non-contracted (substitutes) personnel are paid on the 19th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the payroll clerk to issue payroll to employees in compliance with this policy.

Legal Reference: Iowa Code §§ 20; 91A.

Cross Reference: 706.2 Payroll Deductions

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