

**PAYROLL PERIODS**

The payroll period for the school district is monthly. Employees are paid on the 15<sup>th</sup> 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 Board Secretary to issue payroll to employees in compliance with this policy.

Legal Reference: Iowa Code §§ 91A.

Cross Reference: 706.2 Payroll Deductions

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