

Payroll Procedures / Schedules

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No individual shall be placed on the payroll or receive salary adjustments without prior written authorization of the Superintendent.

Salary checks will be issued bi-weekly during the term of contract or agreement with the District.

An employee who voluntarily ends his/her service to the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Employees who are discharged shall receive their final wages as required by law.