

**DKA ©**  
**PAYROLL PROCEDURES / SCHEDULES**

The District will establish two (2) or more days in each month, [not more than sixteen \(16\) days apart](#), as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.

An employee who quits the service of 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.

An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge.

Adopted:                      date of Manual adoption

LEGAL REF.:                A.R.S. [15-502](#)  
                                      [23-351](#)  
                                      [23-353](#)

CROSS REF.:                [GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff  
                                      Members  
                                      [GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff  
                                      Members