

**Policy DJC: Payroll Procedure**

**Status:** DRAFT

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**Payroll Procedures**

All personnel shall be paid, by direct deposit, on the last day that teachers work each month, with the exception of May. In May, all JCSD personnel will receive their pay checks on the last business working day of the month according to the 12 month/232 day work calendar. Any adjustments that are necessary after the above date must be delayed until the next payroll date. All terminations (pink slip) will be reported prior to payday.

Upon employment, non-certificated staff eligible to be credited with a maximum of 3 years related experience must provide verification of such. Teacher Assistants will be credited with all of their years of experience as a Teacher Assistant. Verification of experience will be credited in the year that it is submitted provided that it is received prior to the employee's completion of the number of work days required for that position. Verification of experience received after the service rendered will be credited prospectively, in the next year. Pay will not be retroactive to previous years with the district.

Upon employment, licensed personnel will be issued a contract for valid teaching experience verified. Full-time teaching and/or administrative experience in their field of expertise from an accredited institution of higher learning will be counted for years of experience on the district's salary scale. This supports our dual credit opportunities and is effective for the 13-14 school year and beyond. A contingency contract may be issued pending verification.

It is the employees' responsibility to see that the district is provided the affidavit of teaching experience. It is the employees' responsibility to verify and/or question the experience on which the district is paying them. If the district is made aware that an employee is being incorrectly paid, modification in pay can be made only for the year in progress prior to the end of their scheduled work days. Pay will not be retroactive to previous years.

Employees will receive appropriate substitute pay for days worked prior to valid date on license. Licensed personnel receiving an upgrade in licensure will be paid on such upgrade effective with the valid date of the license. Valid dates after February 1 will not be recognized until the following year's contract.

Employees working 12 months per year will be set up for pay July through June. Employees in a position of less than 12 months will be set up for pay to begin in August. Exception: Administrators employed for less than 12 months and ROTC staff are paid July through June.

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