

1 **Payroll Procedures / ~~Schedules~~**

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3 Prior to the beginning of the school year, the Superintendent shall prepare salary and stipend schedules
4 for District personnel, in compliance with state law, for review and approval of the Board. Prior to the
5 beginning of the school year, the Superintendent shall also file such salary schedules with the Public
6 Education Department.

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8 Employees shall be paid in accordance with the District salary schedule for his or her position. Pojoaque
9 Valley Schools shall comply with the New Mexico Constitution, including the Anti-Donation Clause, and
10 state statute and regulation regarding all payment of employees and contractors. Therefore, pay may be
11 adjusted when necessary to prevent overpayment or payment for services not rendered. No individual
12 shall be placed on the payroll or receive salary adjustments without prior written authorization of the
13 Superintendent.

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15 The District shall pay personnel for services rendered on a bi-weekly basis.

16 An employee ~~who voluntarily~~ whose service with the District ends – through retirement, resignation,
17 termination, or discharge – ends his/her service to the District shall be paid all wages due, less any
18 applicable deductions, on the regular payday for the pay period during which termination occurs. Such
19 wages may be paid by mail if requested.

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

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29 Legal References:

30 §22-5-4

31 §22-5-11

32 §22-5-14

33 §22-8-24

34 §22-10A-1, et. seq.