

FARIBAULT AREA PUBLIC SCHOOLS
Faribault, Minnesota

Non-Instructional Operations
and Business Services
Series 700

PAYROLL PERIODS
Policy No. 730

It shall be the policy of the Faribault Public School Board that personnel of the School District shall be paid semi-monthly whenever their regular services can be predicted. Personnel with irregular hours of service shall be paid semi-monthly on the basis of the hours listed on their time record. These hours will be paid on the payroll following the hours worked to allow for time to process the time worked. Special assignments, such as (overtime and summer school) will be paid semi-monthly during the time that the assignment is worked. These hours will be paid on the payroll following the hours worked to allow for time to process the time worked.

Paydays will be on the fifteenth and the last day of each month. When the fifteenth or last day of the month is a holiday, a Saturday or a Sunday, the payday shall be moved to the preceding business day.

April 14, 1975
Date of Adoption

January 9, 1989
Date of Revision

June 24, 2002
Date of Revision

May 23, 2022
Date of Review