

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

671.1

PAYROLL PROCEDURES

Payroll payments for all District employees shall be on the 15th and last day of the month or the Friday before this date if a payday falls on a weekend or holiday. Teachers shall receive their first paychecks of the school year on September 15th.

Teachers will be given the option of being paid on a school year or twelve month payroll basis. Annually, each such employee will be required to submit written authorization to the District Office to confirm the payroll option. The default payroll selection for such school year employees shall be on a school year basis. School year employees and limited part-time school year employees will be paid on a school year basis.

Beginning teachers may request, in writing, partial payment of their first month's salary. Such payment shall not exceed \$500. A deduction for this payment will occur on that teacher's first two regular salary payments.

Previously Approved:

Revised (Lathrop & Clark): July 25, 2011

Revised (Lathrop & Clark): August 22, 2011

Revised: October 24, 2016