

Monthly payments for all classified and certified employees will be made on the 15th of each month, starting the month following commencement of employment. If the 15th day falls on a weekend or vacation day employees will be paid the last school day prior to the 15th. The annual salary of all full time employees will be divided into twelve equal monthly payments.

A certificated employee that may be leaving the system, or due to an emergency, desires to receive his or her June, July, and August compensation in one lump sum may file a written request to the board of education. Approval of such request will be dependent upon existing circumstances, such as the number of individuals that may request early payment and available funds. Such monthly deductions as health or disability insurance will be deducted prior to any lump sum payment. The board of education reserves the right to refuse any or all such requests.

All salary deductions for unexcused absences, for both classified and certified employees, shall be made on the basis of one day of the total working days for classified employees and total contract days for certified employees.

If it is found to be necessary to cover differences between a staff member's insurance premium and the amount contributed by the school district, the difference will be withheld from the salary upon written consent of the staff member. The board of education reserves its right to select any company or companies that may supply group policies to the school district.