

SCHOOL DISTRICT OF WAUPACA

SERIES 600 FISCAL MANAGEMENT

CODE: 671.1

PAYDAY SCHEDULES

Employees shall receive their paychecks on the 10th and 25th of each month. If a payday falls on a holiday or weekend, employees shall receive their checks on the day prior to the holiday or weekend. Under no circumstances can employees secure pay checks early or in advance. Checks are distributed by each supervisor usually right after the noon hour.

Employees separated during any pay period shall be paid in full, less any deduction, in accordance with DILHR regulations.

Any per day determination for deductions for certificated staff are computed in accordance with the terms of their handbook. Deductions for absences during periods of extended contract are computed on the basis of dividing the number of days absent by the number of days of authorized extended employment and multiplying the resulting percentage by the amount of authorized extended contract pay. Deductions or additions for administration shall be based on the number of days employed.

If a school calendar with more or less days is adopted, the denominator will be changed to the new number of calendar days.

Any deductions or additions for non-certificated personnel shall be on an hourly basis.

ADOPTED: 071376

REVISED: 110976, 121476, 080878, 070886, 121388, 041415

REVIEWED: 030993

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, mental or parental status, sexual orientation, or physical, mental, emotional or learning disability.