

SCOTTSBLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

PAYROLL PROCEDURES

The payroll period for the school district shall be monthly. Employees shall be paid on the 21st of each month or the preceding work day if the 21st falls on the weekend or a holiday.

Newly hired faculty who are recently graduated and are entering their first teaching contract may elect to receive their first year's earning in thirteen installments. The first installment to be received on or about September 1st.

It shall be the responsibility of the superintendent to issue payroll to employees in compliance with this policy.

The requirements stated in the Negotiated Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees shall be followed.

Approved: 10/21/02

Reviewed: 07/11/05

Revised: 07/11/05