

The board establishes a monthly pay period. Salary payments for certificated personnel will be prorated on a twelve-month (12-month) basis. Certificated personnel may draw their summer checks in advance only if they terminate their employment with the district at the conclusion of the school year.

Classified staff are required to submit time sheets in accordance with the procedures established by the superintendent or designee.

**PAYROLL DEDUCTIONS**

All payroll warrants are subject to those deductions which are required by state or federal law. Any other payroll deductions for school employees shall be in accordance to board policy and upon written authorization of the employee.

Compulsory payroll deductions shall be made as required by Idaho and Federal Law.

Optional deductions will be made upon written request by the employee for such purposes as approved by the board.

**SUPPLEMENTAL PAY**

Supplemental pay for special assignments will be paid according to a schedule approved by the board. Such payments will be made in accordance with the regular payroll procedures. Supplemental pay will be prorated on a twelve-month (12-month) basis unless the employee requests, in writing, full payment at the completion of the activity assigned.

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**LEGAL REFERENCE:**

Idaho Code Sections

- 33-506 – Organization and Government of Board of Trustees
- 33-512(13) – Governance of Schools
- 33-515A – Supplemental Contracts
- 45-609 – Withholding of Wages

**ADOPTED:** January 13, 1999

**AMENDED:** October 17, 2023