



Payroll Calendar Change

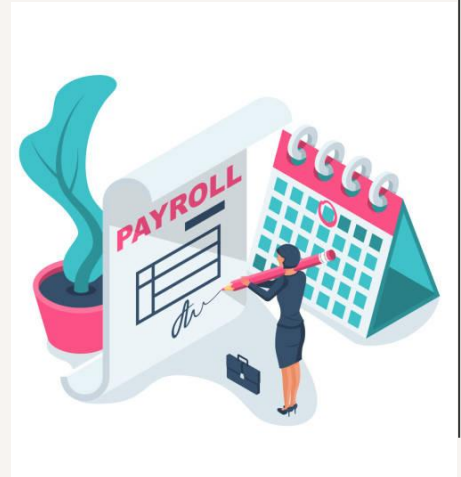
School Board Meeting
Thursday, May 2, 2024

Payroll Procedures Policy (DL)

“If the school board sets the school calendar so that the first day students are required to attend occurs prior to August 15th, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment.”

Payroll Calendar Change

- School year calendar for 2024–2025 sets the first day of school is August 14th.
- Payroll is changing the first paycheck from September 15th to August 15th.
- Teachers and support staff, which are 10–month contract personnel, will receive their first paycheck of the 2024–2025 school year on August 15th.



Impact on 10-Month Contract Employees

Employees who elect to spread their pay over 24 pay periods will receive:

- Last pay for their 2024 school year contract on July 31st instead of August 31st

**10-month employees will get two paychecks on July 31

- First pay for their 2025 school year contract on August 15th instead of September 15th

Questions?