

Pay Periods and Paydays

It shall be the policy of the district to have regular paydays. Regular monthly salary checks will be issued on the 25th each month (if the 25th falls over the weekend then payroll checks will be issued on the last working business day prior to the 25th). Paydays may be adjusted if needed to comply with the law should it change, if the calendar necessitates it, or at the Superintendent's discretion.

All licensed and 10-month classified personnel are paid for July and August payrolls in June after the regular payday and prior to June 30th (on separate days). The plan year for health benefits ends on September 30th, and annual enrollment is required to continue benefits beginning October 1. Open enrollment for the new plan year is August 15 through September 5.

All licensed and 10-month classified personnel who are leaving the employment of the district at the end of the school year and complete the school year will receive payment for the balance of their contract prior to June 30th, and their health benefits end on September 30th.

All new employees are required to use payroll direct deposit (electronic deposit).

Administrators shall be paid in 12 equal monthly payments from July through June.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 652.120\(2\)](#)