

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 procedures established by the superintendent or designee.

PAYROLL DEDUCTIONS

All payroll warrants issued by Cassia County Joint School District No. 151 are subject to those deductions which are required by State **or** federal **law**. Any other payroll deductions for school employees will be in accordance with board policy and upon written authorization of the employee.

Compulsory payroll deductions will 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 assignment.



LEGAL REFERENCE:

Idaho Code Sections:

33-506 - Organization and Government of Board of Trustees

33-512(13) - Governance of Schools

45-609 - Withholding of Wages

ADOPTED: May 8, 2000

AMENDED: April 26, 2018

AMENDED: April 16, 2020

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