

## PAYROLL PROCEDURES

All salaries and supplements paid to all employees are paid in accordance with the schedule approved by the School Board. If the School Board sets the school calendar so that the first day students are required to attend occurs prior to August 15, the Board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division maintains records that accurately reflect the compensation and related benefits of each employee.

Adopted: December 19, 1996

Revised: May 22, 2008

Revised: June 20, 2019

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Legal Ref.: *The Code of Virginia*, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: DK  
DLB  
IC/ID

Payment Procedures  
Salary Deductions  
School Year/School Day