1 If the end-of-pay-period pay date falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period—regularly scheduled pay date. However, checks will be dated to coincide with the end of the pay period. No advance payments of salary shall be made.

2 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

3 An employee may terminate any salary deduction upon written notification to the superintendent or his/her designee.

4 Payroll procedures shall be as follows:

5 1. All personnel shall be paid twice each calendar month bi-weekly with funds issued or deposited on the fifteenth (15th) and the last day of each month—Thursdays beginning April 6, 2017.