

## 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: April 28, 2004

Revised: April 19, 2010, December 16, 2013, August 12, 2019

---

---

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

Cross Refs.:	DK	Payment Procedures
	DLB	Salary Deductions
	IC/ID	School Year/School Day