

**Payroll**

All certified employees, and classified employees working twenty (20) hours or more per week, will be paid over twelve (12) months, once monthly.

Classified employees may submit a written request to Human Resources, to be paid only over the school-year months for the current school year. Requests must be made at the beginning of the school year, or upon hire, and will be reviewed by the Superintendent. If approved, the employee understands that their request will impact health and retirement benefits. Approved requests are valid for the current school year only.

All documentation for payroll must be submitted to Payroll by the due date on the published Payroll schedule.

Previous Policy: 604.2, 604.4, 604.5, 604.5AP

Cross Reference: 5217P Payroll-Procedure  
5440 Paid School Holidays  
5810 Extra Hours and Overtime for Classified Employees

Legal Reference: I.C. §45-606 through 45-615 Claims for Wages

**Policy History:**

Adopted on: June 27, 2017  
Revised on: March 13, 2018  
October 10, 2017