

PERSONNEL

A. Licensed and Professional Staff on Monthly Schedule

1. All checks will be available for pickup by department heads/principals from the payroll section, business office, at 2:00 p.m. on the last working day of the month.
2. Checks will be distributed at the work location by the department heads/principals unless other arrangements have been made with the business office in advance.
3. During the winter, should a payroll date be missed due to school closing, checks will be available for pickup by the department heads/principals and distribution on the next day the staff reports at 8:00 a.m. or the delayed opening time instead, if one is designated. Any change in the above inclement weather plan will be noted on the telephone tape, 847-1420, on the day in question.

B. Classified Personnel on Bi-Weekly Schedule

1. All checks will be delivered to the schools before 12 noon on designated paydays.
2. Principals and supervisors or their designee will distribute the checks beginning at 12 noon on payday. City vehicles are not to be driven to cash checks.
3. During the summer, if neither the principal nor designee will be in their building on a specific payday, the principal should make arrangements with the classified payroll clerk to hold the check at the business office. The employee may then pick up the check beginning at 12 noon (pick up during employee's lunch hour for day shift workers).
4. During the winter, if schools are closed and staff does not report due to inclement weather, all checks will be available for pickup between 12 noon and 2:00 p.m. on the scheduled payday at the business office. If schools are closed but staff reports, checks will be available at the usual pickup points, except for kitchen personnel, who could receive their checks between 12 noon and 2:00 p.m. at the business office. Any change in the above inclement weather plan will be noted on the telephone tape, **847-1420**, on the day in question.

Approved by Superintendent: June 9, 1983