

**SCHEDULE OF PAYMENTS**

Employees will be paid monthly on the last working day (meaning, the last banking day of the month). Teachers and other employees whose contract is for 9 months, except bus drivers and part-time custodians will receive their salary in 12 equal monthly payments. Bus drivers and part-time custodians will receive their salary in 9 equal monthly payments. Teachers and 9 month classified employees, other than bus drivers and part-time custodians, who desire to receive their salary in 9 payments rather than 12 may make special request to the administration.

**CUT OFF DATE**

The regular cut off date for payroll will be the 20th day of each month. The cut off date may be set earlier or later in any given month to facilitate special circumstances. The decision to change the cut off date for payroll will be made by the superintendent and announced to all staff in a timely manner.

**OVERTIME:**

Overtime is not permitted unless approved in advance by the superintendent. Overtime is defined as any hours worked over 40 hours per week.