

Lewistown School District

FINANCIAL MANAGEMENT

7111

Pay Schedules/Salary Deductions

All regular employees of the District will be paid on a semimonthly basis. The dates of pay for all personnel are the fifteenth (15th) and the thirtieth (30th) days of the month. Salaries will be paid on Friday, if the 15th or 30th falls on a Saturday or Sunday.

All teaching personnel employed for the school year of one hundred eighty-seven (187) days will be given the opportunity to select between twenty (20) equal semi monthly payments and nineteen (19) payments plus a balloon payment equaling 5/24 of the contract.

Except for deductions for absence not covered by paid leave or those required by law, all deductions from salary will be subject to Board approval and will be voluntary on the part of the individual employee. The employee will complete a form authorizing all voluntary deductions. The following voluntary deductions are approved by the Board:

1. Membership dues in recognized professional associations. Dues will be deducted only upon receipt of an authorization card signed by the individual employee.
2. Deductions for employee contributions to the District's group hospitalization and life insurance program and any other insurance or tax-sheltered annuity programs which are or may be approved by the Board.

Policy History:

Adopted on: June 28, 2004

Revised on: