

## **C-440 PAYMENT OF SALARY**

1. Employees shall receive their salary on the 20th of each month. However, if the 20th falls on a non-working day, employees shall receive their salary on the last working day prior to the 20th.
2. The salary shall normally be paid in twelve monthly installments. At the option of the employee, the salary may be paid in nine monthly installments with the final installment being paid at the conclusion of the term.
3. Employee benefits and payroll deductions shall remain in effect for twelve months.
4. If an option is selected, it shall be selected at the time the contract is signed by the employee. No changes in payroll deductions or benefits shall be made by employees after September 13th unless a qualifying event occurs.
5. All monies due retiring or resigning personnel may be paid at the conclusion of the term providing the director of the unit is notified in writing before May 1.

**End of East Central Special Education Unit Policy Amended C-440..... Adopted: 5.22.23**

**First Reading 4.19.23**

**Second Reading 5.22.23**