

## **PAYROLL PROCEDURES**

All salaries and supplements paid to all employees are paid in accordance with the schedule approved by the Regional School Board. If the Regional School Board sets the school calendar so that the first day students are required to attend occurs prior to August 15, the Regional School Board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school maintains records that accurately reflect the compensation and related benefits of each employee.

Adopted: October 18, 2018

Amended: October 17, 2019

Amended: August 19, 2021

Reviewed: March 21, 2024

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

|              |          |                        |
|--------------|----------|------------------------|
| Cross Refs.: | Pol 7020 | Payment Procedures     |
|              | Pol 7031 | Salary Deductions      |
|              | Pol 3004 | School Year/School Day |