

## **PAYROLL PROCEDURES**

Employees paid on regular payroll status shall be paid on the first banking business day of the month. If the first calendar day falls on a weekend or holiday, employees shall be paid on the next business day.

Guest Staff employees shall be paid on the 15th day of the month. Food Service employees shall be paid on the 1<sup>st</sup> and 15<sup>th</sup> day of the month. If the 1<sup>st</sup> or 15<sup>th</sup> falls on a weekend or holiday, employees shall be paid on the next business day.

Adopted September 1972  
Revised September 1993  
Revised June 29, 1994  
Revised May 2003  
Reviewed January 9, 2013  
Reviewed September 28, 2016  
Revised October 23, 2019

LEGAL REFS.: C.R.S. 8-4-109

CROSS REFS.: DFG and DFG-R, Revenues Generated from School or District Activities  
DKA-R, Compensation Administration (Regulation)  
DKC, Expense Authorization/Reimbursement  
KF, Community Use of District Property (for Non-District Use)

CONTRACT REFS.: CSEA Master Agreement  
Educational Support Professionals Meet and Confer Handbook  
Executive/Professional Meet and Confer Handbook