



Department: Finance
Policy Number: PAY-A001
Effective Date: 8/30/04

ADMINISTRATIVE POLICY

PAYDAY SCHEDULES

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

Employees of Clarksville-Montgomery County School System are categorized as Classified Staff, Certified Staff or Administrative/Supervisory Personnel for pay purposes.

Classified Staff

Employees in this group will be paid on a bi-weekly basis. Payday will be the second Thursday following the end of each bi-weekly period. When a holiday or scheduled vacation day coincides with Thursday, the payday will be the last working day prior to the Thursday. All employees within this group will follow the same reporting schedule and their pay will be based on actual work completed. All adjustments for sick leave, vacation, personal leave, and absent without pay will be current with the pay received.

Certified Staff

Employees in this group will be paid in ten (10) or twelve (12) equal installments on the fifth of each month beginning in September. When a weekend, holiday or scheduled vacation day coincides with the fifth, payday will be the last working day prior to the fifth. Because time logs arrive in payroll after the fifth of June (tenth month), the June pay for 10 pay teachers will be no later than 15 working days after the last day of school, also additional pay and adjustments for 12 pay teachers will be recorded on the July (eleventh month) pay. All employees in this group hired after 7/01/04, will be paid in twelve equal installments.

Administrative/Supervisory Staff

Employees in this group will be paid on a monthly basis. Employees will receive their pay in twelve (12) installments on the last working day of the month.

The departments of Finance and Human Resources are responsible for preparing working calendars which indicate payroll reporting periods, scheduled holidays, scheduled vacation days, in-service days and any other days appropriate to each group of employees. These working calendars will be prepared after the Board approves the official school calendar.

Implementing Procedures: [PAY-P001](#) Hourly Employee Payroll
[PAY-P003](#) Salaried Employee Payroll

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/30/04		Initial Release



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***** End of Policy *****