

**Pay Periods**

Continuing full time staff shall receive their pay in twelve equal installments paid on or before the last working day of each month. Appropriate adjustments for overtime, unpaid leave of absence and the initial month of employment will be made.

Prior to the pay date, payroll for staff shall be prepared according to current salary rates, completed and authenticated by supervising staff as per the payroll calendar cutoff dates.

Adopted September 24, 1987