

**South Coast Education
Service District**

Code: **DLA**
Adopted: 3/13/18
Orig. Code(s): DLA

Payday Schedules

Payday for all South Coast Education Service District (SCESD) personnel shall be the last business day of the month for which payment is received.

Teachers on a regular contract will receive their first paycheck of each school year on the last business day of September.

All personnel shall be paid for whatever length of time as specified in their contracts and/or work agreements. All staff working in school-age programs can elect to take payment over a 10 month period. Checks covering the amount due for the months of July and August will be given employees when the terms of the employee contracts are fulfilled.

Adequate records will be maintained for substitute and temporary employees of the SCESD to ensure fiscal accountability for the days and hours worked by each. Payments for their services will be made on a monthly basis.

Deviations from this schedule must be approved by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(5\)](#)

[ORS 652.120\(2\)](#)