

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: DLA**

**PAY DAY SCHEDULES**

All certified and classified staff and substitutes shall receive their paychecks on the last working day of the month following the pay period. The board may make an exception in December and pay on the last working day.

All teachers subject to the salary schedule must annually elect to receive their salary in ten (10) or twelve (12) equal installments unless specifically stated otherwise by the board. The board may elect to pay any one or more of the final three installments in one lump sum. Whenever possible, extended day compensation shall be added to the employee's salary and paid in twelve (12) equal installments.

Adopted: 1/20/98