

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

CODE: GCAC

PAYMENT SCHEDULE FOR SALARY

Teachers and certified employees shall be employed at the annual salary rate provided in the most recent salary schedule approved by the Board. Salaries shall be computed and paid in ten (10) or twelve (12) substantially equal installments. The payroll date shall be the last working day of each month. In the event that pay day falls on a weekend or holiday, the board may choose to pay on the closest working day to the payroll date. The board may elect to pay one or more of the last three (3) months' salary in a lump sum.

Teachers and certified employees leaving the District will, with proper notification, be able to collect any remaining portion of their salary at the time of separation. In December, the payroll date shall be the last teaching day of the month.

Adopted: 1/20/98