

DKA—Payroll Procedures and Schedules

No individual shall be placed on the payroll or receive salary adjustments without prior written authorization of the Administrator.

Schedule

Salary checks will be issued monthly during the employee's term of contract or agreement with the School.

Termination of Employment

An employee who quits the service of the School shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

*Cross. Ref: GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
 GDQD - Discipline, Suspension, and Dismissal of Support Staff Members*