

TITLE: EXPENDITURES - PAY PERIODS AND DATES

1. All employees, except Work Study employees, will be paid every other Friday.
2. Work Study employees will be paid on the 10th of each month following the month when the work was performed. If the 10th day falls on a Saturday, checks will be released the prior day. If the 10th falls on a Sunday, checks will be released the subsequent day.

Date of Adoption: 11/27/84

Revised: 2/26/92, 6/29/99, 8/28/12