

Date: May 24, 2018

To: All Employees

From: Greg Kern, Assistant Supt. Finance



Re: 2018-2019 Payroll Schedule

Please be aware of the following modifications that are taking place for the 2018-2019 payroll schedule:

All 12 month employees are to be paid on Friday, July 6, 2018 a half salary payment for the first paycheck of the new school year. Going forward a normal bi-weekly salary payment will be paid as indicated by the dates on the payroll schedule through Friday, June 21, 2019. On Wednesday, June 26, 2019 an additional payroll will be processed for the remaining half salary payment.

There are no adjustments for 10 month salaried employees. Normal bi-weekly salary payments will be paid beginning on Friday, September 14, 2018 and will continue as indicated by the dates on the payroll schedule through Friday, June 7, 2019. On Wednesday, June 26, 2019 a balance of contract payment will be processed.

All hourly, per diem and extra earnings for both 10 month and 12 month employees will be paid according to the work period dates on the payroll schedule. Please note that payment of these wages for 12 month employees for the period of May 25, 2019 through June 7, 2019 will be paid on June 21, 2019 and payment for 10 month employees for that same period will be paid on June 26, 2019.

Thank you.

