

# Lane Education Service District Administrative Rule

Code: **DL-AR**  
Adopted: 1/16/97  
Readopted: 12/11/01, 4/27/04  
Orig. Code(s): DL-AR(2)

## **Payroll Choice Procedures**

(For Employees Working in Less Than 12-Month Position)

An employee working in a less than 12-month position may choose to have his/her wages paid in either 10 or 12 equal payments.

This choice may be made only once per contract period. A form choosing one of the two options must be received by the payroll department no later than the 15th of the month of the first scheduled payment. The selected payment schedule cannot be changed until the following contract period. The option chosen will remain in effect until superseded.

A newly hired employee working in a less than 12-month position may choose to have his/her wages paid based on either 10 or 12 equal payments (pro-rated). If no choice is made at the time of hire, all wages will be based on 10 equal payments (pro-rated).