

# Lincoln County School District

Code: **DLA**  
Adopted: 7/09/02  
Revised/Readopted: 6/14/16 (Effective 7/01/16)  
Orig. Code(s): DLA

## Pay Periods and Paydays

It shall be the policy of the district to have regular paydays. Regular monthly salary checks will be issued on the 25th each month (if the 25th is a Saturday then payday is the 24th; if the 25th is a Sunday, then payday will be the 26th).

All licensed personnel are paid for July and August payrolls in June after the regular payday and prior to June 30th (on separate days). The plan year for health benefits ends on September 30th, and annual enrollment is required to continue benefits beginning October 1. Open enrollment for the new plan year is August 15 through September 10.

Licensed personnel who are leaving the employment of the district at the end of the school year will receive payment for the balance of their contract prior to June 30th, and their health benefits end on July 31st.

Building administrators shall be paid in 12 equal monthly payments from July through June.  
END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)  
[ORS 652.120\(2\)](#)