

**Lake Oswego  
School District 7J**

Code: **DL-AR**  
Revised/Reviewed: 11/06/89; 6/08/09  
Orig. Code(s): 4520

## **Payroll**

### **General Practices**

1. Employees shall be paid salary amounts only according to their proper placement on adopted schedules or according to Board action if an employee is not covered by an existing schedule.
2. Monthly checks shall not exceed earned compensation.
3. Pay checks shall be distributed generally on the 24th of each calendar month, unless modified by negotiated contracts. A paycheck distribution schedule will be posted annually at the start of each fiscal year.
4. Checks shall be delivered only to the employee, unless a signed authorization is presented by one acting as the employee's agent.

### **Pay Plans**

1. At the time of hire, each employee will select a pay plan from among the available choices. The choice will remain in effect until a written request for change is presented to the payroll department.
2. Requests for change must be filed prior to September 10 and must remain in force for a full contract year.

### **Pay Periods**

1. Employees on 12-month contracts will be paid in equal installments from the time of employment for the fiscal year through June.
2. Employee contracts of 10 months or less may choose to receive their compensation according to one of the following plans:
  - a. In 12 equal installments due and payable monthly with the first payment at the end of September and the 12th payment at the end of the following August.
  - b. In 12 equal installments due and payable monthly with the first payment at the end of September and the summer installments paid at the close of the contract period in June.
3. Employees working less than 20 hours per week will generally be paid from their monthly timesheet.

## **Termination of Employment**

When employee termination occurs within 10 business days of the next payday, the employee will receive his/her final check on the next regularly scheduled payday. All other termination periods the final pay check will be provided within 2 business days.

## **Additional Work**

Those employed for short periods of time in addition to the normal contract period will be informed at the time of such employment of the rate of pay and time and method of payment.

## **Pay for Extra-duty Assignments**

Pay for curriculum leadership and other additional-duty assignments which extend through the school year will be added to and paid as part of the annual contract salary. Stipends for each seasonal extra-duty assignment will be paid as chosen by the individual from among the following choices:

1. Lump sum payment at end of assignment; or
2. Three equal payments during the extended responsibilities period; or
3. In equal payments from the beginning of the activity until the end of the year.