

**Prairie City
School District 4**

Code: **DLA-AR**
Adopted: 10/12/92
Readopted: 06/14/06
Orig. Code(s): 4241, 4242

Payday Schedule

Certified Staff

Certified employees under contract may accept their total salary in pro-rated monthly amounts on a 9-month or 12-month basis. Teachers who opt to take their pay over a 12-month payment shall receive their June, July and August pro-rated salaries after all their work for the year is completed. Teachers who opt to receive their pay in a 9-month payment shall not receive their final check until all their work is completed at the end of the year.

1. Extra duty contracts other than coaching are paid in one total payment after all work is completed, unless otherwise approved by the superintendent.
2. Coaching - The payment for each sport shall be made to the coach(es) following the last contest of the regular season.

Classified Staff

The superintendent may elect to pay classified employee wages in equal monthly installments during the 9-month school year or the 12-month fiscal year. Classified employees not paid on a pro-rated monthly basis (usually when total hours worked in a month varies) will be paid on an hourly or daily basis as set by the superintendent. Payment will be based on hourly time sheets signed by the employee and approved by the superintendent.