

Draw Checks

The district is not obligated to do draw checks for personnel, unless it is a part of a negotiated agreement. The deputy clerk shall determine whether a draw can be made.

In case of a request for a draw check, the employee must follow the above criteria and the rules set below.

1. All requests must be in writing and delivered to the district office by the employee.
2. The deputy clerk must approve an application to make draw.
3. A draw cannot be made during the week prior to payday as the payroll is already in process.
4.
 - a. **Certified Employees:** after the first draw check, a fee of \$5 will be charged for each additional draw check to cover the expenses of the draw. This fee must be paid to the district the same day the request is made.
 - b. **Classified Employees:** limited to four draws, without exception, as negotiated.