

**Willamette Education  
Service District**

Code: **DLA**  
Adopted: 7/8/03  
Readopted: 7/12/05; 4/06/10  
Orig. Code(s): None

**Payday Schedule**

Licensed personnel will be paid one-twelfth of their annual salary each month. Those working on contracts of less than a full year will be paid the remainder of their annual salary not later than June 30<sup>th</sup> following completion of their contractual obligations.

Twelve month classified employees shall be paid once a month for each month of service or part thereof.

Payment shall be on the 25th of each month. If the 25th falls on a weekend or holiday, then payday will be the last working day prior to the holiday. The Superintendent will develop administrative procedures to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125\(5\)](#)  
[ORS 652.120\(2\)](#)