

## FISCAL MANAGEMENT

File: DL-R

### PAYROLL PROCEDURES

1. All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board.
2. If the School Board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the School Board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment.
3. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-296

Cross References: DK Payment Procedures  
DLB Salary Deductions