

# **PAY PROCEDURES**

## **Pay Period**

Wages are paid on a bi-weekly basis. Deductions will be made for federal and state taxes, social security, and other deductions required by law.

Total hours worked will be recorded daily by each employee on their timesheet. A half-day is 3 ½ hours. Any ½ hour or more taken off must be noted on the timesheet.

Adopted by the Board of Trustees: January 1997  
Amended: January 1998  
Amended: June 2010