

## **SALARY PAYMENT**

### **Background**

The general procedures of the Division are to pay employees on the regular payroll at the end of each pay period and employees on the casual payroll within ten (10) days after the end of their pay period. Advances and other variations are viewed as a poor business practice and are not permitted except in instances specifically approved in an Administrative Procedure. Where possible, the Division will run one (1) payroll per month.

### **Procedures**

#### **1. Salary Payment**

- 1.1 Salary for regular staff shall be deposited on or before the last day of each month. Payroll statements may be distributed shortly after the payroll date.
- 1.2 Salary cheques for casual and temporary staff shall be distributed on or before and made negotiable on the tenth (10<sup>th</sup>) day of the month following the pay period covered by the cheque, except in the case of circumstances beyond the Division's reasonable control, in which case the cheques shall be distributed and negotiable at the earliest opportunity after that date.

#### **2. Advances**

- 2.1 The Division recognizes that there are certain unique circumstances in which it is appropriate to issue an advance payment to a new employee. The following circumstances are so recognized:
  - 2.1.1 Casual employees at the end of their first month of employment;
  - 2.1.2 Regular employees who for some reason have been omitted from the regular payroll for their first month of employment;
  - 2.1.3 Teachers commencing employment with the Division.
- 2.2 In the circumstances identified in clause 2.1, the Secretary Treasurer may authorize an advance payment of fifty percent (50%) of the expected monthly pay as of the regular month end pay day.
  - 2.2.1 This advance to be adjusted on the normal paycheque prepared for that employee.
  - 2.2.2 With respect to clause 2.1.3, an advance may be issued in accordance with the foregoing calculation either as part of the casual payroll on about the tenth of the employee's first month of service, or by general account disbursement in a suitable cheque issued at approximately the middle of the month.

### 3. Teachers' August Cheques

- 3.1 The Secretary Treasurer, in consultation with the Superintendent, may authorize the advance release of a teacher's August salary cheque subject to the following:
  - 3.1.1 Requests for this release must be made in writing to the Secretary Treasurer prior to the May regular Board meeting each year.
  - 3.1.2 This release may be made for the following purposes:
    - 3.1.2.1 Attendance at summer school.
    - 3.1.2.2 Building or purchasing a house.
    - 3.1.2.3 Extended travel.
  - 3.1.3 This release is dependent on the merit of the case presented in the request.
- 3.2 Where such advances are approved the August cheque will be issued prior to July 15.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 52, 53, 55, 68, 137, 138, 139, 140, 141, 143, 144 197, 222, 229 Education Act  
Employment Standards Code  
Labour Relations Code  
Collective Agreements  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide