



Department: Finance
Policy Number: PAY-A001
Effective Date: 8/30/04

ADMINISTRATIVE POLICY

PAYDAY SCHEDULES

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Employees of Clarksville-Montgomery County School System are categorized as Classified Staff, Certified Staff, Substitutes, Variable, or Administrative/Supervisory Personnel for pay purposes.

Classified Staff

Employees in this group will be paid on a bi-weekly basis. Payday will be the second Thursday following the end of each bi-weekly period. When a holiday or scheduled vacation day coincides with Thursday, the payday will be the last working day prior to the Thursday. All employees within this group will follow the same reporting schedule and their pay will be based on actual work completed. All adjustments for sick leave, vacation, personal leave, and absent without pay will be current with the pay received.

Substitute Staff

Employees in this group will be paid on a bi-weekly basis. Payday will be the second Thursday following the end of each bi-weekly period. When a holiday or scheduled vacation day coincides with Thursday, the payday will be the last working day prior to the Thursday. All employees within this group will follow the same reporting schedule and their pay will be based on actual work completed.

Variable Employees

Employees in this group will be paid on the schedule determined when the position is established but will not be more frequent than monthly.

Certified Staff

Employees in this group will be paid in twelve (12) equal installments on the fifth of each month beginning in September. When a weekend, holiday or scheduled vacation day coincides with the fifth, payday will be the last working day prior to the fifth. All adjustments for sick leave, personal leave and absent without pay will be adjusted based on the reporting period as defined in the employee's final paycheck. Any stipend or extra pay will be paid as soon as practicable based on the work performed and the payroll schedule.

Administrative/Supervisory Staff

Employees in this group will be paid on a monthly basis. Employees will receive their pay in twelve (12) installments on the last working day of the month. All adjustments for sick leave, vacation, personal leave, and absent without pay will be adjusted based on the reporting period as defined in the employee's calendar and on a current basis if it is the employee's final paycheck. Any stipend or extra pay will be paid as soon as practicable based on the work performed and the payroll schedule.

The departments of Finance and Human Resources are responsible for preparing working calendars which indicate payroll reporting periods, scheduled holidays, scheduled vacation days, in-service days and any other days appropriate to each group of employees. These working calendars will be prepared after the Board approves the official school calendar.

Implementing Procedures: [PAY-P001](#) Hourly Employee Payroll
[PAY-P003](#) Salaried Employee Payroll



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Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/30/04		Initial Release
2/10/14	A	Administrative/Supervisory Staff change last working day to last week day of the month.
5/4/2015	B	Update to add substitute and temporary staff; Additional information added for certified and administrative staff.
4/8/19	C	Added substitutes and variable employees to first paragraph. Changed "temporary staff" to "variable employees" and replaced "bi-weekly" with "monthly" under variable employees.

***** End of Policy *****