

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	2/13/07		New	
2nd Reading	2/13/07		Revised	X
Approved	2/13/07		Substitute	

005.2300 SALARY

REVISES POLICY 005.2300 SALARY (APPROVED 6/20/06).

- 1.0 All payments to employees will be computed on the basis of twelve payments per year.
- 2.0 Payday will be on the 25th of each month. If the 25th falls on a weekend, the district will pay the Friday before. If the 25th falls on a holiday, the district will pay the day before.
- 3.0 By acceptance of payments of compensation, employees accept the amount paid as being the correct amount unless employee notifies the District, in writing, of any alleged errors. Any claim or right to dispute the amount of compensation received must be submitted to the payroll department, in writing, no later than November 1st of the current employment year.
- 4.0 Any overpayment in the current employment year, from the district to an employee must be repaid to the district on a schedule set by the Business Administrator.
- 5.0 Current employment year is defined as the period which begins on the employees first day of contract for the current school year (July 1 or later) and ends on the employee's last day of contract for the current school year.
- 6.0 Items 1.0 through 5.0 of this policy do not apply to wages paid on a voucher. If an employee is overpaid on a voucher, repayment of wages will be expected if discovered within 12 months of the date the wages were paid. The employee must repay the district based on a schedule set by the Business Administrator.