



AP 6325 Payroll

Reference:

Education Code Section 70902

1. Authorization

- A. Employment of all District personnel whether by the year, term, month, week, day or hour, in full-time, part-time, temporary, or substitute positions, is a prerogative of the Board. The Human Resource Department will provide Payroll the name of the individual, the position title, placement on the salary schedule or rate of pay, and the period of employment.

2. Payroll Periods

- A. For employees holding positions designated as 10 months, the pay dates cover August through May unless stated otherwise in the employee's contract. All 10-month certificated employees are eligible for Deferred Pay, which allows employees to receive their annual salary for 12 months.

3. Frequency of Payment

- A. Payment Schedule: Payment to employees shall be in accordance with the schedule and procedures for school payrolls established by the Los Angeles County Office of Education.
- B. All Permanent Certificated Employees are paid on the first day of the following month. If a scheduled payday falls on a Saturday, Sunday, or holiday, payment will be made on the succeeding working day.
- C. Pay outside the regular contract will be issued on a supplemental payroll. This includes overload, substitute pay, coaching stipends, credit by exam, and extra duty for Certificated staff. The supplemental payroll warrants are issued the 5th of the month for all supplemental pay with required documentation. If a scheduled payday falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day.

- D. Daily time reporting is required for all employees who are paid on an hourly basis. The time reported must be for the actual hours worked as of the payroll deadline for the reporting period.
- E. Permanent Classified employees are paid on the 25th of the month in the pay period and the 10th of the month following the pay period end date.
- F. Temporary Classified and Certificated Hourly and Student Assistants are paid on the 10th of the month following the pay period end date.

4. Lead Time for Adjustments

- A. Payroll record adjustments (e.g. name changes, etc.) may require up to 1 pay cycle to process before the scheduled pay date.

5. Garnished Wages

- A. Payroll garnishments received by the District are forwarded to, and processed by, the County Office. Once processed, a copy will be forwarded to the employee. The payroll department has no control over garnished wages.

6. Underpayments

- A. If an employee is underpaid and the employee is responsible for the error, the underpayment will be reflected on the next payroll cycle. If the District is responsible for the error, and the underpayment creates a hardship for the employee, with the approval of the Chief Business Officer (CBO) or designee, the district will make every effort to resolve the underpayment as quickly as possible but no later than as required by CA Education Code.

7. Overpayments

- A. If an employee is overpaid, and the employee has worked enough hours in the current pay cycle, with the approval of the CBO or designee and the employee, the overpayment may be deducted from their next pay cycle. Otherwise, overpayments will be due and payable upon receipt. Employees no longer on payroll will reimburse the District for overpayment within thirty (30) calendar days.

Reviewed by CPC: 03/18/2025

Next Review Date: Spring 2031