

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: DL
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PAYROLL PROCEDURES

Teaching Personnel payroll processing will be completed and salary cheques issued in accordance with the Collective Agreement.

Non-teaching Personnel

Payroll processing will be completed and salary cheques issued in accordance with the collective agreement. Changes or circumstances that may affect the payroll in any way must be reported to the Secretary Treasurer by the 15th day of each month. It should be noted that substitute teachers are included on this payroll.

Casual Personnel

Payroll lists and pertinent information must be reported to the Secretary Treasurer bi-monthly. Processing of these payrolls and issuance of cheques will be completed bi-monthly.

Salary Advance

Advance in pay shall only be considered after the following form is completed by the employee.

The advance may be granted providing the reason for such is acceptable to the administration, and the administration is reasonably confident that the employee will earn or accrue such an amount during their employment in the Division. The maximum time allowable for repayment of the advance shall be two pay periods and all advances shall be a direct deduction from the employee's pay cheque.

Support Staff

Salaries will be paid on the basis of 12 pay periods per year, and in accordance with salary schedules. However, employees shall be entitled to a mid-month advance of one-half of their net monthly pay no later than the 15th of the month and the remainder of their net monthly pay no later than the 30th of the month.

Professional Staff

Salaries will be paid on the basis of 12 pay periods per year, and in accordance with the current collective agreement.

Teachers on term contracts are paid out at the end of June. A teacher on a Form 2A contract shall receive their entire pay in accordance to the number of teaching months employed.