

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

A. Support Personnel

1. Payroll processing and direct deposit will be completed in accordance with the Collective Agreement. Time sheets shall be submitted to the Secretary-Treasurer on the 15th of each month.

B. Professional Staff

1. Salaries will be processed and direct deposit will be completed in accordance with the current Collective Agreement.
2. A teacher on a Limited Term contract is paid out at the end of June and shall be paid in accordance to the number of teaching days employed.

C. Casual Personnel

1. Casual personnel shall include substitute teachers and substitute support staff and shall be paid by direct deposit only.
2. Payroll time sheets must be reported to the Secretary Treasurer on the 15th and the last day of the month. Processing of these payrolls will be completed semi-monthly.

D. Salary Advance

1. Advance in pay may only be considered after the following form is completed by the employee.
2. The advance may be granted only in emergency situations under the discretion of Senior Administration. The maximum time allowable for repayment of the advance shall be four pay periods (2 months) and all advances shall be a direct deduction from the employee's pay cheque.