

**Pay Period****DLA**

All certified employee' salaries will be paid in twelve (12) equal installments. Payments will be made on the 22nd day of each month or the last working day prior to the 22nd should that date fall on a weekend or vacation period.

Classified personnel will be paid on the same time schedule based upon time card records submitted, or contracted terms, as appropriate.

Adopted: September 19, 1985