

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
BOARD POLICY / REGULATIONS

Board Policy Number: 4.80

Subject: Payroll System - Standardized

Effective Date: (79) 1998; Revised (307) May 10, 2003; (167) May 27, 2008

The Board shall pay all properly documented employees of the Board by direct deposit on a bi-weekly basis, based on 1/26 of annual salary, or multiple thereof for employees who work less than a full calendar year.

REGULATIONS

4.80 Payroll System- Standardized

Documentation

All newly-hired employees must be fully documented and employees returning from Leave of Absence must be re-documented prior to commencement of work.

Annual Salary

Annual salary shall be determined by each collective salary agreement or as described in salary schedules covering non-organized groups.

Payment Basis

The number of regular payment periods per year shall be:

- a) Calendar year employees: 26 pay periods per year for salaried, daily or hourly rated;
- b) School year employees: 22 pay periods per year for salaried, daily or hourly rated.

Part-time/Temporary Employees

Annual salaries will be pro-rated to cover the time worked or the percentage that the employee's part-time status bears to full time. Payments will be processed on receipt of approved time worked, as authorized by the Supervisor through the employee portal.

Overtime/Additional Time

Payments will be processed on receipt of approved time worked, as authorized by the Supervisor through the employee portal.

Pay Distribution

Pay statements will be dated and made available electronically through the employee portal for all employees who are e-mail enabled. Non-email enabled employees will have their pay statement distributed on or before Thursdays, except in cases of holidays, etc., when distribution will be on the last preceding working day.