

## **PAYROLL**

### **Background:**

Division payroll procedures are designed to provide for efficient and cost-effective payment of employees.

### **Procedures:**

1. Division payroll payments shall be deposited directly to the employee's specified account at a recognized financial institution.
2. A detailed statement of earnings and deductions shall be available to each staff member in accordance with the regular payroll schedule as follows:
  - 2.1. Teachers shall be paid on the second last business day of each month as per the [Teachers' Collective Agreement](#).
  - 2.2. Support staff members shall be paid every second Wednesday as per the 26 pay period bi-weekly schedule. In some years, 27 pay periods may occur during the calendar year. Casual and temporary support staff members shall be paid bi-weekly for the time worked from nine days prior to the previous payday to 10 days prior to the current payday.
  - 2.3. Excluded support staff members shall be paid on the second last business day of each month. At the commencement of their employment with the Division, excluded support staff members on the monthly pay cycle may request a mid-month advance payable on the 15<sup>th</sup> day of each month or on the Monday after, if the 15<sup>th</sup> falls on a weekend.
  - 2.4. Substitute teachers shall be paid on the second last business day of each month for the time worked from nine days before payday of the previous month to 10 days before payday of the current month. In July, substitute teachers shall be paid from the previous payroll cut-off to the end of June on July 10, or the Friday before if July 10 falls on a Saturday or Sunday.
3. Monthly paid staff members hired after the 20<sup>th</sup> day of the month shall be paid the following pay period. Bi-weekly paid staff members hired five business days prior to the payday or later shall be paid on the following pay period.

### **Reference:**

*Employment Standards Act*

Teachers' Collective Agreement