



Administrative Regulation 4142 Salary Payments to Certificated (Licensed) Personnel

Responsible Office: Office of Human Resources

REGULATION

1. Licensed personnel of the Washoe County School District shall be paid in twelve (12) equal monthly installments. Pay periods shall be the 22nd of each month except for holidays where the pay period will then be the last day prior to the vacation date. Checks for June, July and August will be mailed.
2. Each employee has the responsibility of checking his/her salary to see that it conforms to the salary guide. Any errors are to be reported to Human Resources without delay.
3. Employees may have their checks posted directly to their bank accounts in lieu of receiving checks. Arrangements must be made through the Payroll Office.

IMPLEMENTATION GUIDELINES

1. This policy aligns with the District's Strategic Plan, *Envision WCSD 2015: Investing in Our Future*:
2. Negotiated Agreements

REVISION HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
10/27/1992	2.0	Revised
7/14/1998	3.0	Revised