HUMAN RESOURCES

Salary Schedules and Guidelines

Payment of Salaries

This policy supersedes Policy 4640.~~5~~4.

I. PURPOSE

To establish schedules for the payment of salaries to employees of Fairfax County Public Schools.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

~~The policy has been reviewed and there are no changes at this time.~~

- A Philosophy section has been added.
- A Responsibilities section has been added.
- A legal reference has been added.
- The reference to related regulation has been renamed.

III. PHILOSOPHY

The School Board believes it is necessary to pay FCPS employees on a bi-weekly or monthly basis, according to the established schedule.

IV. RESPONSIBILITIES

Financial Services, Office of Payroll Management, is responsible for pay of personnel.

~~IV.~~V. PAYMENT OF EMPLOYEES

A. Employees Paid Monthly

Employees who are on a less-than-12-month schedule shall be paid their annual salaries in 10 or 11 installments, less deductions each payday. Employees who are on a 12-month schedule shall be paid 1/12 of their annual salaries less deductions each payday. Employees who begin their employment after the beginning of a pay period or end their employment prior to the last day of a pay period shall have their salaries prorated in accordance with the current version of Regulation 5610, Pay of Personnel.

B. Employees Paid Biweekly

Employees who are on a less than 12-month schedule shall be paid based on the hours worked. Employees who are on a 12-month schedule and paid biweekly shall be paid 1/26 of their annual salaries less deductions each payday. Employees who begin their employment after the beginning of a pay period or end their employment prior to the last day of a pay period shall have their salaries prorated based on actual days worked.

C. Optional Deductions

Selected optional payroll deduction plans may be offered as a service to employees. (Examples: health insurance and tax-deferred annuities.)

Legal reference: Code of Virginia, Section 22.1-78

~~See also the current version of~~Cross reference: Regulation 5610, Pay of Personnel

Policy
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Reviewed: September 26, 2019

FAIRFAX COUNTY SCHOOL BOARD