HUMAN RESOURCES

Salary Schedules and Guidelines

Payment of Salaries

This policy supersedes Policy 4640.54.

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.~~
- The Payment of Employees section has been renamed as Procedures.
- A legal reference has been added.
- ~~The reference to related regulation has been renamed.~~

III. PHILOSOPHY

The Fairfax County School Board shall ~~believes it is necessary to pay~~ compensate ~~FCPS~~ its employees ~~on a bi-weekly or monthly basis,~~ according to the established schedules.

~~RESPONSIBILITIES~~

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

IV. ~~PAYMENT OF EMPLOYEES~~PROCEDURES

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:

Regulation 5610, Pay of Personnel

Policy
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Revised: April 28,1994
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Reviewed: February 28, 2008
Revised: March 7, 2013
Reviewed: September 26, 2019

FAIRFAX COUNTY SCHOOL BOARD