

## PERSONNEL/PAYROLL ACTIVITY CALENDAR

### Procedure:

#### ACTIVITY:

#### DEADLINE DATE:

Board of Education Meetings

[Board Meeting Schedule](#)

Personnel transactions requiring Board Action (Position requisition, Employment Recommendation)

No later than 9am the Friday preceding a Board of Education Meeting.

Supplemental Agenda -

No later than 12pm the Wednesday preceding the Board of Education Meeting.  
See [Board Meeting Schedule](#)

Employment Changes (including notice of termination, lost time, leave of absence, and Job 2's)

As soon as known, to prevent overpayments or delay of payment of salary

Pay Dates

[Payroll Calendar](#)

Time Sheets – overtime, sub-pay and hourly pay

[Payroll Calendar](#)

Permanent Appointment Recommendation (Classified/Civil Service)

3 weeks prior to the expiration of the employee's probationary period

Salary Adjustments for earned credit/degrees:

September 1 Retroactive adjustment --

by October 31 (to be paid on the 2<sup>nd</sup> pay date in November)

February 1 Retroactive adjustment --

by March 31 (to be paid on the 2<sup>nd</sup> pay date in April)

Tenure Recommendation (unclassified)