

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 609  
FINANCES**

**PAYROLL AUTHORIZATIONS**

The Board of School Trustees authorizes the payment of the District payroll in accordance with this policy.

A payroll journal shall be prepared and maintained in the Fiscal Services Department. The Board reserves the right to review and approve the payroll.

All regular employees shall be paid twice monthly on the fifteenth and the last day of the month. When such days do not coincide with a workday, payment shall be made on the workday last occurring before the fifteenth or the last day of the month.

Special provisions shall be made for certified employees who transfer into, or out of, the 45-15 program. Where advance payment of salary is received in such cases, the employee incurs an obligation to render the contracted services or make immediate repayment. Failure to do so may result in:

- a. Action to revoke teaching credentials,
- b. Civil action; and/or
- c. Report to law enforcement.

Reference: NRS 387.310, 391.160

Adopted: August 29, 1979

Revised: April 26, 1983

Revised: May 10, 2011