

## **AP 405 – PAYMENT OF STAFF**

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### **Background**

All salaried teachers shall have the option of being paid over a ten (10) or twelve (12) month period.

Ten month support staff will be paid over a ten (10) month period. Twelve month support staff will be paid over a twelve (12) month period.

### **Procedures**

1. A declaration form (Form 405-1) shall be completed by all teachers at the time of employment.
2. Changes can be made at the beginning of the school year (September 15) by completing a new declaration form.
3. Employees on temporary contracts and hourly employees will be paid on a ten (10) month basis.
4. Payments will be issued by direct deposit on the twenty-fifth (25<sup>th</sup>) day of each month; with the exception of December when payments will be issued on the last day of school.
5. Substitute and casual staff shall be paid by the seventh (7<sup>th</sup>) day of the following month.

Reference: Sections 85, 87, 108, 109 Education Act  
Labor Standards Act