

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 405 – Payment of Staff	
Related LCSDF AP's		
Form(s)	F – 405.1 Pay Period Request Form (Teachers Only)	
References:	<i>The Education Act, 1995 sections 85, 87</i> <i>Saskatchewan Labor Standards Act</i> <i>Alberta Employment Standards Act</i>	
Received by the Board: August, 2020	Update: August, 2020	

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 Pay Period Request 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 to teachers will be issued by direct deposit on the twenty-fifth (25th) day of each month.
5. All support staff and casual staff will be paid on a semi-monthly basis, issued by direct deposit on the 15th and month-end of each month.
6. Substitute Teaching staff shall be paid on the fourth (4th) banking day of each month.