

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4152

ADOPTED: 2/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Salary Checks and Deductions

Pay warrants are distributed on the last working day of each month.

Regular full-time certificated personnel may be paid in twelve (12) equal payments. The number of payments and beginning and ending dates will be in accordance with the terms and conditions of each employee's contract.

Any computational error in pay should be reported to the Business Office immediately upon discovery, in order to prevent further confusion and delay in receipt of pay.