## **2.6 Payroll Policy**

The Board of KC International Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

**SECTION 2.6.1. Accurate & Timely Payroll.**

The Superintendent or designee shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

**SECTION 2.6.2. Payment of School Employees.**

School employees shall be paid:

a. In United States currency;

b. By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United State currency; or

c. By the electronic transfer of funds to the employee’s bank pursuant to a direct deposit agreement signed by the employee.

**SECTION 2.6.3. Paydays.**

a. Exempt Employees. The paydays for exempt employees shall be on (insert date).

b. Non-exempt Employees. The paydays for non-exempt employees shall be on (insert date).

**SECTION 2.6.4. Withholding of Wages.**

The Superintendent or designee shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules.

1. The school is ordered to do so by a court of competent jurisdiction;
2. The school is authorized to do so by state or federal law; or
3. The school has written authorization from the employee to deduct part of their wages for a lawful purpose.

**SECTION 2.6.5. Teachers Retirement System.**

As prescribed by Statute, all teachers at KC International Academy shall be members of the Kansas City Public Schools Retirement System and subject to its requirements. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation.