

# Intradistrict Communication

DATE: December 9, 2021

TO: Administrators and Administrative Assistants

FROM: John Larsen, Business Administrator  
June LeMaster, Ph.D., Administrator, Human Resources  
Sarah Palmer, Director of Payroll  
Michael Heaps, Director of Information Systems

SUBJECT: Substitutes on Semi-Monthly Payroll

The District has decided to begin paying substitute teachers, substitute nutrition, and substitute bus drivers/attendants on a semi-monthly pay schedule. This means that, beginning February 2022, substitutes will be paid twice a month. Pay dates will be on the 10<sup>th</sup> and 25<sup>th</sup> of each month, with the pay periods as follows:

- Days subbed from the 1<sup>st</sup>–15<sup>th</sup> paid on the 25<sup>th</sup> of that same month
- Days subbed from the 16<sup>th</sup>–the last day of the month paid on the 10<sup>th</sup> of the following month

The new payroll deadlines to accommodate this semi-monthly pay schedule for substitutes are attached. All other payrolls will remain on the 25<sup>th</sup> of each month. Please reach out to Juli Martin in the sub office at 801-567-8219, or to the Payroll Department at 801-567-8154, with any questions.

Thank you for your support.