



## Administrative Regulation 4232 PAYMENT OF CLASSIFIED EMPLOYEES

**Responsible Office:** Office of Human Resources

### REGULATION

1. Classified employees receive pay checks every two weeks in accordance with the payroll calendar issued each year by the Business and Financial Services' Payroll Office.
2. It is the employee's responsibility to notify Human Resources without delay if there appear to be any errors in salary or other areas affecting the employee.

### LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4105, Employment Practices
2. This regulation complies with Nevada state laws and regulations.

### REVIEW HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
6/9/1970	2.0	Revised
10/27/1992	3.0	Revised
7/14/1998	3.1	Reviewed