

1 **Potomac Elementary**

2

3 **PERSONNEL**

5500

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5 Payment of Wages Upon Termination

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7 When a District employee quits, is laid off, or is discharged, wages owed will be paid on the next
8 regular pay day for the pay period in which the employee left employment or within fifteen (15)
9 days, whichever occurs first.

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11 In the case of an employee discharged for allegations of theft connected to the employee's work,
12 the District may withhold the value of the theft, provided:

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14 • The employee agrees in writing to the withholding; or

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16 • The District files a report of the theft with law enforcement within seven (7) business
17 days of separation.

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19 If no charges are filed within thirty (30) days of the filing of a report with law enforcement,
20 wages are due within a thirty-(30)-day period.

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24 Legal Reference: § 39-3-205, MCA Payment of wages when employee separated from
25 employment prior to payday – exceptions

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27 Policy History:

28 Adopted on: March 14, 2011

29 Reviewed on:

30 Revised on: