

1 **Great Falls School District**

2
3 **PERSONNEL**

5500

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5 Payment of Wages Upon Termination

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7 If a District employee quits, is laid off, or is discharged, wages shall be paid on the next regular
8 pay day for the pay period in which the employee was separated, or fifteen (15) days, whichever
9 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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- The employee agrees in writing to the withholding; or
 - The District files a report of the theft with law enforcement within seven (7) days of separation.
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18 If charges are not filed within thirty (30) days of the filing of the report with law enforcement, the
19 wages are due within a thirty (30) day period.

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22 Legal Reference:

23 § 39-3-205, MCA Payment of wages when employee separated from employment prior to payday
24 — exceptions

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26 Policy History:

27 Adopted on: July 1, 2000

28 Revised on: January 22, 2007

29 Revised on: August 20, 2018

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