

1 Payment of Wages Upon Termination

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3 When a District employee separates from employment, wages owed will be paid on the next  
4 regular pay day for the pay period in which the employee left employment or within fifteen (15)  
5 days, whichever occurs first.

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

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10 • The employee agrees in writing to the withholding; or  
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12 • The District files a report of theft with law enforcement within seven (7) business days of  
13 separation.

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

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

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21 Policy History:

22 Adopted on: February 2007

23 Revised on: March 2020

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25 *Note: Revision included the change from 15 days to 30 days in lines 15-16.*