

**Heritage Academy BOARD POLICY MANUAL**  
POLICY GROUP 4 – PERSONNEL  
COMPENSATION AND BENEFITS: WAGES

PG-4.20

Heritage Academy shall take all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays and in accordance with Federal and State Wage and Hour Laws, including the Fair Labor Standards Act (FLSA) and the Texas Payday Act. The Superintendent shall adopt procedures to ensure that Heritage Academy complies with applicable Federal and State Wage and Hour Laws.