

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:
Annually,
in January**

Expenditures: Payroll

2.802

05/18/10

Rescinds:

Issued:

2.802

04/24/01

Payroll expenditures shall be in accordance with system-wide salary schedules approved with the budget and/or contract negotiations.

Supplemental compensation funded by an individual school for extracurricular activities (Policy #2.800) shall be pre-approved by the Director of Schools.

Payroll expenditures for the career ladder and extended contract programs shall be in accordance with current State requirements. A list of extended contract recipients and amounts to be paid shall be included with the annual extended contract proposal when submitted to the Board for approval. Revisions to the list must be approved by the Board prior to payment.

Extended year payroll program expenditures shall be in accordance with a salary schedule approved by the Board. Extended year programs include summer school, summer camp, special education extended school year, any teacher training and orientation, etc., that is in addition to the 200 day school year program. Each program shall submit a request for approval of its program which includes a list of personnel and a salary pay schedule.

Payroll expenditures for substitute teachers shall be in accordance with the rate approved with the annual budget. Substitutes used for other categories shall be pre-approved by the Board and shall utilize the beginning hourly rate for the respective job classification.

No advance payments of salary shall be made unless specifically approved by the Board.

Upon resignation or retirement, the final salary payment shall be held until all records and assets in custody of the employee are satisfactorily transferred to his/her successor or another designated employee. The final salary payment shall be held in custody by the personnel department until personnel file items are complete.

Cross References:

Compensation Guides and Contracts 5.110

Resignation 5.204

Retirement 5.205

Overtime Pay 5.604