

Hawkins County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 03/26/13
		Rescinds: 2.802	Issued: 07/10/03

1 *Central Office*

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3 Certified personnel will be paid the 15th of each month. The following support personnel will be paid
4 the 15th and 30th of each month: central office, maintenance, bus shop, and custodians. If the date of
5 pay falls on a weekend or a banking holiday, employees will be paid on the last business day prior to
6 the date of pay.

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8 Payroll procedures shall be as follows:

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- 10 1. All certified personnel and support personnel (not listed above) will be paid in 12 equal installments.
 - 11 2. Support personnel (listed above) will be paid in 24 equal installments.
 - 12 3. Food Service personnel will be paid in 20 equal installments.
 - 13 4. During the first year of employment with Hawkins County Board of Education, new certificated
14 employees will receive 13 equal installments starting August 30, and resuming on the 15th of the
15 month thereafter.
 - 16 5. Career Ladder Performance payments shall be paid in 2 equal installments annually. Payment will
17 be made on the pay date following the collection of career ladder funds from the state.
 - 18 6. Extended Contract payment for work done throughout the school year will be paid out in June. Ex-
19 tended Contract payment for work done during the summer will be paid out in July.

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21 No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final
22 salary payment shall be withheld until all records and assets in custody of the employee are satisfactory
23 transferred to his successor or another designated person.

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25 Employees must participate in direct deposit for payroll purposes. Employees must provide their direct
26 deposit information to the Payroll Department a minimum of 10 days prior to the date of pay. This in-
27 cludes new employees and current employees wishing to change financial institutions.

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29 Employees will be able to receive their paystubs and W-2s online.

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31 Specific approval by the Board of Education is required for payroll deductions, except as otherwise
32 provided by law.

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Cross References:

Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205
Overtime Pay 5.604