

Decatur County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 07/13/17
		Rescinds: 2.802	Issued: 08/14/14

1 *Central Office*

2 If the end of a pay period falls on a non-working day, employees will be paid on the last working day
3 prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay
4 period.

5 Payroll procedures shall be as follows:

6 1. All schools personnel will be paid in 24 equal installments.

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

10 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

11 *Salary Deductions*

12 Upon appropriate written authorization, the board shall make deductions approved by the board from the
13 salary of the employee. Authorization must be made on forms provided by the board and filed in the
14 office of the director of schools.

15 An employee may change or terminate any salary deduction upon written notification to the board.

Cross References

Insurance Management 3.600
Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205