

# Elizabethton City Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><b>Payroll Procedures</b> | Descriptor Code:<br><b>2.802</b> | Issued Date:<br><b>02/20/14</b> |
|  |   | Rescinds:<br><b>2.802</b>        | Issued:<br><b>01/07/91</b>      |

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

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5 Payroll procedures shall be as follows:

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7 1. All certificated personnel shall be paid in monthly installments.
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9 2. Support personnel shall be paid bi-weekly or monthly, according to classification.
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11 3. Personnel receiving extra pay as sponsors of continuing special activities, and those receiving  
12 athletic supplements shall be paid such extra pay as part of their regular monthly salary or at the  
13 completion of the activity.

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

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

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36 Cross References:

- 37 Compensation Guides and Contracts 5.110  
38 Resignation 5.204  
39 Retirement 5.205  
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