

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 02/13/17
		Rescinds: 2.802	Issued: 04/14/14

- 1 If the pay date falls on a non-working day, employees will be paid on the last working day prior to the
- 2 regularly scheduled pay date. No advance payments of salary shall be made.
- 3 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.
- 4 An employee may terminate any salary deduction upon written notification to the superintendent or
- 5 his/her designee.
- 6 Payroll procedures shall be as follows:
 - 7 1. All personnel shall be paid bi-weekly with funds issued or deposited on Thursdays, beginning
 - 8 April 6, 2017.