

Hardin County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Payroll Procedures</h2>	Descriptor Code: 2.802	Issued Date: 11/04/02
		Rescinds:	Issued:

1 *Central Office*

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3 If the end of a pay period falls on a non-working day, employees will be paid on the last working day

4 prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay

5 period.

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7 Payroll procedures shall be as follows:

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9 1. All certified personnel shall be paid in twelve (12) month installments.

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11 2. All support personnel shall be paid monthly for each calendar month for which they are em-

12 ployed.

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14 No advance payments of salary shall be made. Upon resignation or retirement of school personnel,

15 final salary payment shall be withheld until all records and assets in custody of the employee are sat-

16 isfactorily transferred to his successor or another designated person.

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18 Specific approval by the Board is required for payroll deductions, except as otherwise provided by

19 law.

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21 Furthermore professional personnel employed by the Board will be paid based upon the following

22 schedules:

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24 1. Teachers will be paid based on their experience and training from the state salary

25 schedule, the local index, and the appropriate *Career Ladder Supplement Schedule*.

26 Teachers working extended contracts through programs such as summer school,

27 adult education, and homebound instruction will be paid for extra duties at their

28 regular rate of pay unless program guidelines specify otherwise.

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30 2. Coaches, band directors, and choral directors will be paid a teaching salary based

31 upon the above factors plus a percentage of their state base for each sport/activity

32 coached.

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34 3. Principals and system-wide personnel will be paid based on the state salary schedule.

35 the local index, and the *Principal/Supervisor Supplement Schedule*. These factors

36 will be calculated to produce a 200 day salary. Career ladder supplements and

37 local extended time supplements based on a daily rate will be added for additional

38 time worked.

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