

## Franklin Special Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Payroll Procedures</b>	Descriptor Code: <b>2.802</b>	Issued Date: <b>02/13/17</b>
		Rescinds: <b>2.802</b>	Issued: <b>09/14/98</b>

1 Payroll dates shall be published annually. If the end of a pay period falls on a non-working day,  
2 employees will be paid on the last working day prior to the end of the pay period.

3 An employee may terminate any salary deduction upon written notification to the director of schools or  
4 his/her designee.

5 Payroll procedures shall be as follows:

6 1. All certified personnel shall be paid twice each calendar month under their contract.

7 2. All support personnel shall be paid twice each calendar month for which they are employed.

8 3. Substitute teachers shall be paid based on work performed.

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

---

#### Cross References

Compensation Guides and Contracts 5.110  
Resignation 5.204  
Retirement 5.205