

Hancock County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 04/09/15
		Rescinds:	Issued:

- 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. No advance payments of salary shall be made.

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

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

- 7 Payroll procedures shall be as follows:

- 8 1. All certified personnel shall be paid on twelve (12) month installments.
- 9 2. All support personnel shall be paid twice each calendar month with checks issued or deposited
- 10 on the fifteenth (15th) and the last day of each month.
- 11 3. Substitute teachers shall be paid following the monthly regular meeting of the board of
- 12 education.

Cross References

Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205