

# Van Buren County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Payroll Procedures</b>	Descriptor Code: <b>2.802</b>	Issued Date: <b>06/17/99</b>
		Rescinds:	Issued:

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## Central Office

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

Payroll procedures shall be as follows:

1. All certified personnel have the option of either ten (10), eleven (11), or twelve (12) month installments.
2. All support personnel shall be paid twice each calendar month for which they are employed.

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

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

Cross References:  
  
Compensation Guides and Contracts 5.110  
Resignation 5.204  
Retirement 5.205  
Overtime Pay 5.604