

MORGAN COUNTY BOARD OF EDUCATION

Payroll Procedures

Descriptor Code:
DJC

Issued Date:
8-2-99

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.