

DICKSON COUNTY BOARD OF EDUCATION

Monitoring:	Descriptor Term:	Descriptor Code:	Revised Date:
Review: Annually, in November	Payroll Procedures	2.802	November 29, 2018
		Rescinds: 2.802	Issued: 7-24-2003

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2 All employees shall receive their monthly pay by direct deposit in twelve installments, unless
3 prior written arrangements have been made with the director of schools.
4
5 If the end of a pay period falls on a non-working day, employees will be paid on the last working
6 day prior to the end of the pay period. However, checks will be dated to coincide with the end of
7 the pay period.
8
9 No advance payments of salary shall be made. Upon resignation or retirement of school
10 personnel, final salary payment shall be withheld until all records and assets in custody of the
11 employee are satisfactorily transferred to his successor or another designated person.
12
13 Approval by the Director of Schools is required for payroll deductions, except as otherwise
14 provided by law.
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