

# Hamilton County Board of Education

Monitoring: Review: Annually in January	Descriptor Term: <b>Payroll Procedures</b>	Descriptor Code: 2.802	Issued Date: 09/18/14
		Rescinded:	Revised: 03/14/19

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2 *Central Office*

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

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7 Payroll procedures shall be as follows:

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9 1. Teachers:
- 10 • Regular 201 days shall receive 26 equal installments.
  - 11 • More than 201 days shall be paid in 26 equal installments.
  - 12 • The first paycheck shall be issued on the 20th day and biweekly thereafter.
- 13  
14 2. 12-month employees shall be paid 26 times a year.
- 15  
16 3. Support personnel shall be paid either 20, 22 or 26 times per year depending  
17 on type of position.

18  
19 No advance payments of salary shall be made. Upon resignation or retirement of school personnel,  
20 final salary payment shall be withheld until all records and assets in custody of the employee are  
21 satisfactorily transferred to his successor or another designated person.

22  
23 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

24 All supplements shall be paid according to the negotiated teacher contract.

25 **Payroll Discrepancy**

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27 Hamilton County Schools takes all reasonable steps to ensure that employees receive the correct  
28 amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

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30 In the unlikely event that there is an error in the amount of pay, the employee should promptly bring  
31 the discrepancy to the attention of the payroll office so that corrections can be made as quickly as  
32 possible. Should the payroll office discover an error, it will notify the employee.

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Cross References:

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