

Williamson County Board of Education



Adopted Date:
3/15/04
Rev. 11/19/07;6/15/09

2.802

PAYROLL PROCEDURES

1 *Central Office*

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3 The payday schedule will be on the 15th and at the end of month. All payroll will be directly deposited.
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5 If the end of a pay period falls on a non-working day, employees will be paid on the last day prior to the end
6 of the pay period.

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8 Payroll procedures shall be as follows:

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10 1. All certificated employees shall be paid 24 times per year.
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12 2. All classified employees shall be paid twice each calendar month for which they are employed. Classified
13 employees may authorize the administration to send their pay to a Board approved agency for distribution on
14 a 12 month basis.

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16 No advance payments of salary shall be made.
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32 Legal Reference:
33 TCA§49-3-306

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

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