

Series 2000 - Finance and Facility Management

Section 2200 - Internal Operations

Policy 2203 - Payroll Procedures

The purpose of this policy is to establish payroll procedures for Harrison County Board of Education employees. All employees of Harrison County Board of Education will be paid semi-monthly each calendar month as follows:

- 2203.1 Pay dates are the 5th and 20th of each calendar month for all employees.
- 2203.2 If the pay date falls on a Saturday or Sunday, employees will be paid on the preceding Friday. If payday falls on a holiday, employees will be paid on the preceding day.
- 2203.3 Substitutes shall be paid on the 5th for time worked from the 11th through the 26th of the preceding month and paid on the 20th for time worked from the 27th of the preceding month through the 10th of the current month.
- 2203.4 If schools are closed due to calamitous conditions, paychecks will be picked up at the county office by the school principals/supervisors. Each school/location will have a plan to make paychecks available to employees on that date. Otherwise, employees will receive their paychecks on the following workday. Any changes to this schedule will be announced by the Superintendent.
- 2203.5 Extra student ratio payments will be paid on the 5th of the month, provided that timesheets are turned in to the finance department at the appropriate time.
- 2203.6 Overtime payments will be paid on each regular paycheck according to the schedule distributed by the finance department each year.
- 2203.7 All employees, including substitutes, may elect to have their paycheck electronically deposited into the bank of their choice. Funds will be available in the employee's specified account(s) on the morning of payday.

Approved by Harrison County Board of Education
Effective Date: May 21, 2002, Revised October 18, 2012