

MANCHESTER CITY SCHOOLS

Policy Manual

Descriptor Code: 2.802 Payroll Procedures
Issued Date: 06/16/08
Rescinds: 2.802 Payroll Procedures
Rescind Date: 02/12/07
Review Month: September/October

If the end of the 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:

- All certificated personnel shall be paid in twelve (12) equal installments in accordance to contractual agreement.¹
- All support personnel shall be paid in twelve (12) equal installments.

No advance payment 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 or 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, contract, or policy.

Legal References:

1. [MEAC Contract Article XX-C](#)

Cross References

- [5.110 Compensation Guides And Contracts](#)
- [5.200 Separation Practices for Tenured Teachers](#)
- [5.201 Separation Practices for Non-Tenured Teachers](#)
- [5.202 Separation Practices for Employees in Positions Not Requiring a Teaching License](#)
- [5.205 Retirement](#)
- [5.604 Overtime Pay For Classified Personnel](#)