

Maury County

Monitoring: Review: Annually, in September	Descriptor Term: Payroll Procedures Policy	Descriptor Code: 2.802	Issued Date: 06/20/22
		Rescinds: 2.802	Issued: 05/16/22

1 If the end of a pay period falls on a non-working day, employees will be paid on the last working day
2 prior to the end of the pay period.

3 Payroll procedures shall be as follows:

4 1. Each teacher shall be paid in twenty-four (24) installments on the 15th and the last day of each
5 month (August 15 - July 31st).

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7 Each administrator shall be paid in twenty-four (24) installments on the 15th and the last day of
8 each month.

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10 2. All support employees (with the exception of transportation employees) shall be paid in
11 twenty-four (24) installments on the 15th and the last day of the month.(August 15 -July 31st).

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13 3. Transportation employees shall be paid twice each month for which they are employed (on the
14 15th and last day of the month).

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16 4. Please view the Assigned Pay Day Calendars for each fiscal year.

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18 5. Food Service staff shall be paid in twenty-four (24) installments on the 15th and the last day of
19 the month (July 31st – July 15th).

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21 No advance payments of salary shall be made. Upon resignation or retirement of school personnel,
22 final salary payment shall be withheld until all records and assets in custody of the employee are
23 satisfactorily transferred to his/her immediate supervisor or another designated person.

24 Specific approval by the superintendent of schools or his/her designee is required for payroll
25 deductions, except as otherwise prescribed by law.

26 Any payment made for accumulated sick leave shall be made only upon certification of retirement by
27 the employee executed on forms provided by the state or local retirement system. The Board shall set
28 aside certain funds in each year's operating budget to implement this benefit.

29 All employees will have his/her paycheck directly deposited to his/her account at a participating
30 financial institution.

Cross References

Compensation Guides and Contracts 5.110