

Houston County Board of Education

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| Monitoring: Review: Annually, in January | Descriptor Term: Payroll Procedures | Descriptor Code: 2.802 | Issued Date: 05/11/15 |
| | | Rescinds: 2.802 | Issued: 10/11/99 |

Central Office

All certified personnel (certified and support) will be paid on twelve (12) installments. Personnel will be paid on or before the 20th of each month.

No advance payments 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 of 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.

Cross References:

Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205