

PAYROLL CHECKS FOR PERSONNEL

Pay Periods

The principal/work site supervisor is required to furnish the Payroll Office a payroll report containing the names of his/her staff each month. This report must show the number of days worked by each employee and the number of days absent and cause of absences for each monthly reporting period as determined by Payroll Office staff. The report must also show the names of any substitute used, the dates he/she served, and for whom he/she worked.

Payroll Checks

Newly employed personnel may request in writing to have their proper remuneration distributed over 13 pay periods.

The Board of Education may, upon the written recommendation of the Superintendent of Education and a majority vote of the Board, pay upon the last day of a particular month. Absent such written recommendation by the Superintendent and majority vote of the Board of Education, payroll checks are normally to be due and payable upon the last working day of the month.

Twelve Month Pay Periods

Salaries for some personnel are earned based on differing employment contracts, normally in 179 days, 182 DAYS, 202 DAYS, 222 days or 240 days; however, all regularly employed personnel of the School System shall be paid over twelve (12) months.

Salary Deductions

Since personnel are paid to work for a specified number of days on a monthly basis, employees working less than the number of specified monthly days, excluding approved sick, personal, and other approved leave days, will have a day's pay deducted for each such absence and receive a pro rata share of the contracted salary in the following month's payroll check.

Holding Payroll Checks

The Board reserves the right to hold salary checks of certified personnel who fail to furnish legally required data. Checks will be held only after such personnel have been requested to complete their files and have failed to comply.

Final Pay-Off

Prior to Completing Contract - An employee who for any reason (retirement, disability, termination, etc.) leaves the School System prior to completing his/her annual contract period shall be "paid off" on the last day of the month IN WHICH THE EMPLOYEE WORKED. The payoff shall include all remuneration owed said employee by the School System.

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After Completing Contract - An employee who leaves the School System after completing his/her annual contract period shall have all remaining remuneration paid over the months of June, July, and August UNLESS A REQUEST FOR FINAL PAY-OFF IS RECOMMENDED IN WRITING BY THE SUPERINTENDENT.

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SOURCE: Athens City Board of Education, Athens, AL
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LEGAL REF: The Code of Alabama, 16-12-17.