

Houston County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Payroll	Descriptor Code: 2.802	Issued Date: 09/09/24
		Rescinds:	Issued: 05/11/15; 10/11/99

PAYROLL GUIDELINES

1. All employees shall be paid in twelve (12) installments on or before the 20th of each month.
2. No advance payments of salary shall be made.

PAYROLL DEDUCTIONS

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.¹

An employee may terminate any salary deduction upon written notification to the Director of Schools/designee.²

Legal References

1. [TCA 50-1-308](#)
2. [TCA 8-50-702\(b\)\(3\)](#); [TCA 49-5-608](#)

Cross References

Insurance Management 3.600
Compensation Guides and Contracts 5.110
