Foley Public Schools Revised: 03-26-2018 *Foley Model Policy 773*

Foley Public Schools Adopted by the Board: 05-21-2018

773: DIRECT DEPOSITI. GENERAL

MN Statutes 471.426, as defined, may require employees to receive paychecks by direct deposit. As an agency of the State and in keeping with consistent fiscal policy, the Foley Board of Education is implementing this administrative policy statement.

II. POLICY STATEMENT

It is in the best interest of the Foley Board of Education to follow the State Fiscal Rule for both financial and administrative reasons. Direct deposit provides a number of benefits such as less chance of a lost warrant, reduced potential for theft or forgery, and funds are deposited in employees' accounts on payday.

All employees are required to use direct deposit for their payroll unless they are otherwise exempted under this policy.

There are certain circumstances for which salary payment by warrant rather than direct deposit is necessary or suitable. These exceptions are explained in the Guidelines of this policy.

III. GUIDELINES

A. Business Exemption

The following circumstances constitute an exemption to the direct deposit rule and may be applied as though a specific exemption had been granted.

1. The first paycheck of an employee shall be by warrant.

2. An employee's last paycheck may be by warrant to facilitate the checkout process and insure that school district property is returned prior to departure. The preferred method will still be by direct deposit.

3. An employee hired for less than ninety (90) days may be paid by warrant. If employment is extended, direct deposit is required unless a personal exemption (see below) is granted.

4. There will be a $28.00 fee to have a check replaced for *any* reason.

B. Personal Exemptions

Employees not covered under a business exemption may request a written hardship exemption. The possible exemptions for direct deposit include inability to have a bank account or the employee is unable to withdraw funds because he or she does not live or work near a bank.

Employees who have questions or need assistance with these guidelines may contact the District Office.

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