

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 04/14/14
		Rescinds:	Issued:

- 1 If the ~~end of a pay period~~ pay date falls on a non-working day, employees will be paid on the last
2 working day prior to the ~~end of the pay period~~ regularly scheduled pay date. ~~However, checks will be~~
3 ~~dated to coincide with the end of the pay period.~~ No advance payments of salary shall be made.
- 4 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.
- 5 An employee may terminate any salary deduction upon written notification to the superintendent or
6 his/her designee.
- 7 Payroll procedures shall be as follows:
- 8 1. All personnel shall be paid ~~twice each calendar month~~ bi-weekly with funds issued or deposited
9 on ~~the fifteenth (15th) and the last day of each month~~ Thursdays beginning April 6, 2017.