

FISCAL MANAGEMENT**DEVELOPMENT OF A SYSTEM OF FISCAL MANAGEMENT - PAYROLL**

- A. Employees will be paid on a semimonthly basis. Normal Paydays will be the first and sixteenth of each month.
 - 1. If a normal payday falls on a Saturday, Sunday or Holiday, the paychecks will be distributed on the last regular work day before the Saturday, Sunday or Holiday.
 - 2. If a normal payday falls on a day when schools are closed because of inclement weather or an emergency, the paychecks will be distributed on the next regular work day. The Superintendent or designee may grant exceptions to this regulation.
- B. An employee having a work schedule of 210 or fewer days may choose the option of having the employee's regular annual salary paid in either twenty (20) equal installments on a semimonthly basis or twenty-four (24) equal installments on a semimonthly basis.
 - 1. The pay option must be selected annually before the employee's contract begins for a new fiscal year on a form and at a time announced by the Payroll Office. The option selected cannot be changed until the next fiscal year.
 - 2. An employee choosing the twenty (20) pay option will be required to remit to the Ohio County Board of Education by personal check the insurance premiums (health, life, etc.) that normally would be deducted from summer paychecks if the employee were being paid on a twenty-four (24) pay basis.
 - 3. Any other payroll deductions that are normally made on a pay schedule of twenty-four (24) pays will be converted to a pay schedule of twenty (20) pays.
- C. Deductions including, but not limited to, association dues and United Way contributions may be taken by mutual agreement between the employee and the administration from an employee's paycheck.
- D. No payroll advances are permitted.
- E. Time sheets for special and occasional work and additional

pupils in excess of the established teacher-pupil ratio in the classroom are to be completed by the employee, approved by the principal/supervisor, and submitted to the Assistant Superintendent or his designee for approval before payment is made. Mechanical or facsimile approvals are acceptable.

- F. An employee may elect to have his/her pay direct deposited electronically into the employee's designated bank account on the payday as established by the regular pay schedule of the Ohio County Board of Education. An enrollment form for the Direct Deposit Program must first be completed by the employee and submitted to the Payroll Department.

REGULATION REVIEWED: June 9, 2014

REGULATION REVISED: May 12, 1997

REGULATION ADOPTED: January 31, 1994

OHIO COUNTY BOARD OF EDUCATION