

PAYROLL PROCEDURES

All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board. If the School Board receives a waiver from the Virginia Board of Education permitting it to require students to attend prior to August 15, the School Board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

The Department of Human Resources should be notified in writing of any changes in name, marital status, address, and/or termination of employment. In cases of change in name and/or marital status, new tax forms must be submitted to the Financial Services Department, Payroll Office.

Adopted: October 24, 1996
Amended: May 29, 2008
Amended: December 3, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

Cross Refs.: DK Payment Procedures
DLB Salary Deductions