

Policy DJC: Payroll Procedure

Status: DRAFT

Original Adopted Date: 08/27/2007 | **Last Revised Date:** 07/14/2025 | **Last Reviewed Date:** 07/14/2025

Payroll Procedures All personnel shall be paid, by direct deposit, on the last business working day of the month according to the 12-month/232-day work calendar. Any adjustments that are necessary after the above date must be delayed until the next payroll date. All terminations (pink slip) will be reported prior to payday. Upon employment, non-certificated staff eligible to be credited with related experience must provide verification of such. Teacher Assistants will be credited with all of their years of experience as a Teacher Assistant. Verification of experience will be credited in the year that it is submitted, provided that it is received prior to the employee's completion of the number of work days required for that position. Verification of experience received after the service is rendered will be credited prospectively, in the next year. Pay will not be retroactive to previous years with the district. Upon employment, licensed personnel will be issued a contract for valid teaching experience verified. Full-time teaching and/or administrative experience in their field of expertise from an accredited institution of higher learning will be counted for years of experience on the district's salary scale. This supports our dual credit opportunities and is effective for the 13-14 school year and beyond. It is the employees' responsibility to see that the district is provided the affidavit of teaching experience. It is the employees' responsibility to verify and/or question the experience for which the district is paying them. If the district is made aware that an employee is being incorrectly paid, modifications in pay can be made only for the year in progress prior to the end of their scheduled work days. Pay will not be retroactive to previous years. Employees will receive appropriate substitute pay for days worked prior to the valid date of their license. Licensed personnel receiving an upgrade in licensure will be paid on such an upgrade effective with the valid date of the license. Employees working 12 months per year will be set up for pay from July through June. Employees in a position of less than 12 months will be set up for pay to begin in August. Exception: Administrators employed for less than 12 months and ROTC staff are paid July through June.

Employees of this district shall be paid through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay. All district personnel shall be paid in accordance with the Mississippi Code Section 37-9-41.

SALARY PAY SCHEDULE

This school district shall process a single monthly payroll for licensed and non-licensed employees, with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees.

The standard contract for school district employees prescribed by the State Board of Education shall provide that school district employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of Jackson County School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary of wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed. 37-9-39

PAY CERTIFICATES

The superintendent or designee shall develop procedure to support this policy. Refer to the Public School Districts Financial Accounting Manual.

EXPERIENCE VERIFICATION AND COMPENSATION

Employees eligible to receive credit for prior experience must provide official verification upon employment. Approved related experience may be credited in accordance with district guidelines and salary schedules.

Employees are responsible for providing all required experience verification and ensuring their salary placement is accurate. If an error in experience credit or salary placement is identified, corrections may be made during the current year prior to the completion of the employee's scheduled work days. Salary adjustments will not be applied retroactively to prior years.

Employees will receive substitute pay for days worked prior to the effective date of a required license. Salary adjustments resulting from a licensure upgrade will become effective on the valid date of the upgraded license.

Employees working twelve (12) months per year will be paid from July through June. Employees working less than twelve (12) months per year will be set up for pay to begin in August.
