

Payroll

Payroll Schedule

All employees of the Monroe County Board of Education shall be paid on a bi-monthly basis. All checks shall be issued on or about the 15th and 30th of each month.

Payroll Deductions

2.1 All payroll deductions, other than those mandated by state law, may be a deduction from payroll if 25 employees or more have requested the deduction. The deduction shall begin on the second consecutive month of meeting this criteria.

2.2 It is not the policy of Monroe County Board of Education to endorse insurance companies or charitable organizations, but rather to follow the employee's dictates on the matter of deductions when the individual insurance company or organization meets the above criteria.

Expense Reimbursements

It shall be the policy of the Monroe County Board of Education to pay the reasonable travel expenses of any eligible employee or board member, provided said expenses were incurred in the execution of duties authorized by the superintendent and board of education.

Mileage shall be paid in accordance with the most recent action of the West Virginia Department of Education pertaining to mileage allowance.

Adopted by Board Action: April 16, 2002

Reviewed: 4/1/2014

Revised: August 16, 2016

[Replaces DLB]