

Payroll Advances for District Employees

The Board realizes that individuals encounter difficulties in their personal lives and financial situations. These advances shall only be on an emergency basis and shall not be on a regular reoccurring basis. These are the procedures that shall be followed:

1. Eligibility

Any full time or part time employee.

Substitutes at any level are not eligible for advances.

2. Procedure

An employee requesting a payroll advance must do so in writing the request shall include:

- A. The date
- B. The employees name and social security number.
- C. The amount requested
- D. The reason for the request
- E. The employee's signature.

The written request shall be submitted to the superintendent.

The written request shall be received by the 10th of each month.

3. Conditions

- A. The amount that is requested shall not exceed ½ of their gross monthly salary.
- B. If an employee wishes more than this amount then it shall be placed on the next Board agenda for consideration by the Board at an open meeting.
- C. A written agreement that defines that this advance shall be repaid in the next 6 months and shall be paid in full if the employee decides to leave the district.
- D. Interest will not be charged.
- E. An individual may only seek an advance no more than 2 times in a year or 3 times in a 2 year period.
- F. Any individual failing to repay the advance shall be turned over to a collection agency.

The Board of education directs the administration to develop a reporting procedure that is shared with the Board in its monthly financial reports.