

Business and Operations

END OF YEAR

SR 3401.03

Purpose: To ensure employee obligations are fulfilled prior to end of year payment.

Timeline: All required documentation and reporting must be submitted prior to receiving the end of year pay check.

Prior to receiving the final pay check at the end of the school year, certificated employees must have all required documents and reports submitted to their supervisor. Failure to submit required documentation will result in the withholding of the final pay check. (*see Certificated Employees Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees Article 8.2.*)

Employees who have exhausted all available leaves will have their June pay check processed after their June timecard is received and approved. This will be after their last workday.

All instructional staff will be removed from Automatic Pay Deposit (APD) in June due to the above end of school requirements. The APD will be effective again at the beginning of the school year.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 07/11/2003