

Descriptor Term: DIRECT DEPOSIT	Descriptor Code: DJCC	Issued Date: 3-16-10
	Rescinds:	Issued:

It is the policy of the Colleton County School District that all employees be required to use the direct deposit feature to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee may select the financial institution of his/her choice to accommodate the receipt of direct deposit payments.

All employees employed prior to March 16, 2010 receiving their pay by direct deposit shall continue to be enrolled in the direct deposit feature.

All employees employed prior to March 16, 2010 who are receiving their pay by paper warrant (check) shall be required to enroll in the direct deposit feature by completing the appropriate enrollment form. The deadline for enrolling is April 30, 2010.

As a condition of employment, all newly hired or rehired employees on or after March 16, 2010 shall be required to enroll in the direct deposit feature within fifteen (15) days of hire or rehire. Any such employee who does not complete the appropriate direct deposit enrollment form within 15 days of hire or rehire, and who is not granted an exemption as provided for herein, may be subject to dismissal.

An employee may be exempted from participating in the direct deposit feature if he/she does not have an account with an eligible financial institution and further provides evidence that he/she cannot obtain an account at an eligible financial institution.

The Superintendent has exclusive authority to grant any exemption from the direct deposit requirement. A personal exemption may only be granted for the reason stated above (i.e. unable to acquire an account at a financial institution) or other specific situation that the Superintendent may deem to be an extreme hardship. An employee desiring to request an exemption from the direct deposit requirement shall do so by completing the appropriate written exemption form and submitting it to the Superintendent. The Superintendent may allow for a business exemption for direct deposit to accommodate the school district's special business needs, such as payment cancellations and re-writes, limited employment period, categories of employees not eligible for direct deposit, etc. Distribution of checks for a business exemption shall be determined by the Superintendent.