

PAYROLL ADVANCES

The Board of Directors recognizes that on occasion, any TPCA employee may find him or herself in need of emergency funds. The Board therefore authorizes the administration to consider the issuance of advances in payroll funds under the following rules:

1. Payroll advances shall be considered and approved on a “case by case” basis. Any such advances, except for the Principal and the Vice Principal, must be pre-approved by the Principal and the Treasurer or, in the event the Treasurer is unavailable, the President of the Board of Directors of TPCA.
2. Any payroll advances for the Principal and the Vice Principal must be pre-approved as a consent item by the TPCA Board of Directors.
3. Payroll advances should be limited to no more than \$500 at any one time, with no advances allowed after June 1st or before September 1st. All such advances shall be recouped in no more than two pay periods. No employee shall receive more than 2 payroll advances in any given calendar year without prior Board approval.
4. Other than advances for the Principal and the Vice Principal, all approved advances shall be accompanied by a contract (see exhibit T-DKD-E) signed by the employee, the Principal, and the Treasurer or President if the Treasurer is unavailable, prior to receiving the payroll advance. For payroll advances to the Principal or Vice Principal, the accompanying contract shall be signed by the employee, the Treasurer of the Board of Directors, and another officer of the Board prior to receiving the payroll advance.