



Department: Human Resources
Policy Number: HUM-A007
Effective Date: 9/07/04

ADMINISTRATIVE POLICY

ADVANCE PAY POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Clarksville-Montgomery County School System affords all newly-hired certified staff the opportunity to receive an advance in pay of up to \$1000.00. Newly-hired will be defined as someone who has not been employed by CMCSS within the last 6 months. If a new employee has an outstanding debt as a former employee, this debt must be paid before advance will be issued. The advancement is repaid through payroll deduction in equal payments not to extend beyond five (5) months.

Implementing Procedures: None

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 9/07/04 | | Initial Release |
| 7/09/08 | | Reviewed, no revisions |
| 2/25/13 | A | Update formatting and logo. Add CER-F007 to associated documents. Add administrative staff to first sentence. |
| 6/25/14 | B | Updated logo |
| 5/31/16 | C | Reworded last sentence. |
| 3/4/19 | D | Removed "to defray the cost of moving" from first sentence. |
| 12/5/22 | E | Added a reference to the need for outstanding debt owed by a former employee to be paid before an advance will be paid. Added a definition of newly-hired employee. |

***** End of Policy *****