

Paycheck/Advice Distribution Procedures Weather and Other Emergencies

Employees who have their paychecks directly deposited in their bank accounts or who receive their paycheck by mail will not be affected by the following procedures. Employees are encouraged to use the direct deposit system. **When these emergency procedures are in effect, there will be no special exceptions made, including early pickup of checks.**

Delayed Opening or Early Closing: Normal paycheck distribution procedures will be followed.

Schools Closed & Administrative/Other Offices Open: paychecks for school-based employees will be available from 11:00 a.m. to 2:00 p.m. in the CESC auditorium.* Checks not picked up will be distributed to ALL schools and administrative offices on the next regular business day. There will be a normal distribution of paychecks for employees in administrative offices that remain open.**

Systemwide Closing: Watch MCPS cable television channels 33, 34, 52 or 60 (or cable ready 6 or 7) for check distribution information. Information also will be provided to local radio and TV stations. Every effort will be made to distribute paychecks from 11:00 a.m. to 2:00 p.m. in the CESC auditorium.* If check distribution is not possible or if employees are not able to pick up their checks, the checks will be distributed to ALL schools and administrative offices on the next duty day.

* Picture identification is required to pick up your paycheck in person. Written authorization from the payee must be shown when picking up a check other than your own.

* * Administrative offices are defined as CESC, Metro North, Lincoln Center, Maintenance and Transportation Depots, Connecticut Park Center, Lynbrook Center, Rocking Horse Road Center, Food Services Offices and Warehouse, Vision Programs, Upper Montgomery County Services Center, Spring Mill Center, Construction (currently housed at Grosvenor Park, Pupil Service (currently housed at Rock Terrace).

PLEASE POST AT YOUR LOCATION