

PAYROLL/PAY SCHEDULE/SALARY DEDUCTIONS

All salaries and extra-duty payments for regular staff, temporary staff, substitutes, and student workers will be paid through the business office.

Proper payroll procedures will be established by the business manager and carried out by administrative personnel.

Compensation records will be retained by the business office as required by federal and state law.

All wages and salaries are subject to all deductions required by law. In addition, other deductions may be allowed with Board approval. These deductions must be authorized by the employee and approved by the business manager.

First Reading: 5/18/09

Second Reading: 6/22/09

Reviewed: 4-28-20 (Policy Advisory Council and Board Policy Committee)