

PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Head of School and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits accorded each employee.

Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

DATE:
Adopted:
Reviewed:
Revised:
Cancellation: