

Payroll: Authorization and Control

Employment of all certificated and classified employees must be approved by the Board. Authority to pay for such services rendered follows this approval. Salaries for certificated teachers shall be determined by their placement on the District Salary Schedule. Salaries for administrators and classified employees will be determined by the Board following recommendations by District administrators. Deductions from the employee's wages may be made for federal and State income tax, social security tax (FICA), insurance premiums, State retirement and other items as authorized by the employee.

1. Placement of certificated employees on the District Salary Schedule shall be made with reference to years of teaching service and training.
2. Contracted salaries for certificated employees, including salary for extended responsibilities and extracurricular activities, will be paid in 12 equal payments between September and August. Changes in payroll deductions may cause net payments to vary during the year.
3. Paychecks for all employees shall be issued on the 25th day of each month except when this date falls on a holiday or weekend, in which case they will be disbursed on the work day preceding. The clerk must be notified by the employee of any changes, additions, or deletions in the employee's pay status by the 15th of each month during the month in which the change is to become effective.

Policy History:

Adopted on: February 22, 2017

Revised on: