

## **Procedure - Program Planning, Budget Preparation, Adoption and Implementation**

### **Payroll: Authorization and Control**

Employment of all certificated and classified staff must be approved by the board and authority to pay for such services rendered follows this approval. Annual salaries will be determined by placement on the district salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training.

### **Personnel Action**

To initiate a personnel action, the supervisor will initiate a personnel action notice. The notice will be approved by the:

- A. Personnel department giving assurances that the contemplated action is consistent with all procedures related to the district's employment practices;
- B. Director of Finance giving assurance that there are adequate funds covering the proposed action; and
- C. Superintendent giving final authority for the personnel action.

### **Salary Warrants**

Unless otherwise indicated, each staff member will receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions will be authorized by the board. The board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.

Present statutory deductions are as follows:

OASI	Deducted during the calendar year from each pay warrant beginning with January 1 payroll until the required amount is deducted.
WITHHOLDING TAX	Deducted according to the current Internal Revenue Service schedule.
MEDICAL AID	Deducted from each pay warrant for all staff as set by the State Department of Labor and Industries.
UNEMPLOYMENT	Deducted each pay warrant for all staff with a rate set by the ESD 113 Cooperative.
RETIREMENT	Washington State Public Employees' Retirement System — Deducted from each pay warrant of non-certificated staff holding eligible positions at the rate set by the state.  Washington State Teachers' Retirement System — Deducted from each pay warrant of certificated full-time staff at the rate set by the state.

Present contractual deductions are as follows:

HEALTH INSURANCE	Deducted from the pay warrant each month for medical insurance.
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SALARY INSURANCE	Deducted from the pay warrant each month for salary insurance.
LIFE INSURANCE	Deducted from the pay warrant each month
ASSOCIATION DUES	As negotiated in each agreement.
DENTAL INSURANCE	Deducted from the pay warrant each month for eligible staff.

### **Hourly or Daily Employment**

Hourly or daily staff must submit time slips. Time slips must be signed by the staff member, approved by the staff member's supervisor with final approval by the Director of Finance.

### **Leave**

District leave provisions are covered in district policies. Upon return from a leave, the staff member will complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office will compile the amount of leave used on a monthly basis. Accrued leave will be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, non-reimbursable leave or vacation.

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Hoquiam School District No. 28  
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