

PERSONNEL ACTIONS AND PAYROLL

1.0 PURPOSE:

Wirt County Schools recognizes the need to establish a uniform system for issuing employment contracts and paying its employees.

2.0 DEFINITIONS:

The following definitions provide clarification for terms used throughout this policy:

- 2.1 Contract – A written agreement between the Board and an employee in a format prescribed by the Legislature.
- 2.2 Annualized Compensation – Defined by the Internal Revenue Service (IRS) as a process where the salary to be paid to personnel who are employed for less than 12 months in a fiscal year are paid over a 12 month period.
- 2.3 Pro-rata Amounts – An employee's earned salary divided equally over 24 pay periods.
- 2.4 Voluntary Payroll Deductions – Deductions from an employee's paycheck which are not otherwise required by law and which the employee has voluntarily authorized the Board to make, such as premium for medical and life insurance, annuities, employee association and dues.

3.0 PROCEDURE:

- 3.1 The Wirt County Board of Education shall enter into a written contract with all personnel. All employees to whom a written contract is tendered by the Board shall execute the same and return it to the Treasurer of the Board before beginning their job duties or no later than thirty (30) days after receipt, whichever comes first, or otherwise the employee shall forfeit all rights of employment with the Board, as permitted by law. Modifications to the terms of all employment contracts may be made by Board action, as permitted by law. No new written contract need be entered into between the Board and an employee merely because a lawful modification to the original contract has been made as the result of Board action..
- 3.2 The Board, in setting the salaries of personnel, shall use as a minimum, the salaries established by the Legislature. The Board may also provide additional compensation above the minimum, as permitted by law.
- 3.3 All employees will receive annualized compensation to be paid in pro-rata amounts over twelve months.
- 3.4 Payday shall be on the 14th and 28th of each month. However, if the payday falls on a Saturday or Sunday, the payday will be on the Friday immediately preceding.
- 3.5 Voluntary payroll deductions shall be made only after an employee signs the appropriate form authorizing the requested deduction from the employee's paycheck.

4.0 SEVERABILITY:

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy. Where questions arise on these regulations, the Superintendent of Schools is authorized to render decisions on matters.

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5.0 REVIEW SCHEDULE:

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

Authority: West Virginia State Board Policy 5000

West Virginia Code: 18A-4-1, 1a, 2, 3, 4, 5, 5a, 5b, 6, 7, 8, 8a, 9, 12

18A-2-2, 5

18-25-1

18-5-33, 35

18-7A

18-4-10

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Wirt BOE Policy DE-RAA, July 15, 2008