

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, training, and collective bargaining agreements (where applicable). Proper documentation is required to receive credit for experience and training.

Personnel Action

The Human Resources Department will communicate all personnel actions to the Business Office.

Salary Warrants

Unless otherwise specified, each staff member shall 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 must 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.

The district will make payroll deductions for staff as required by law, such as federal withholdings, applicable state retirement contributions, and industrial insurance premiums.

The district will make payroll deductions for staff based on contractual agreements, such as those required by collective bargaining agreements.

The district may make voluntary payroll deductions for staff of the following type after an employee has submitted a written request to make such a deduction (e.g., credit unions, United Way, life insurance, tax-sheltered annuities, etc.)

Leave

District leave provisions are covered in district policies. Upon return from leave, the staff member will complete a district leave form. The leave form 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 leave forms when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, nonreimbursible leave, personal leave, or vacation.

Date: 02.10, 09.21

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