

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

### **PAYROLL: Authorization and Control**

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

### **Salary Warrants**

Unless otherwise specified each staff member shall receive their salary 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.

- **Voluntary deductions** are those deductions that are initiated per employee request. Examples of these are gym membership dues, tax-sheltered annuities, and IRS Section 125.

Date: August 8, 1991

Revised and Renumbered: June 16, 2004

Revised: May 18, 2016

December 29, 2021