

## **PAYROLL PROCEDURES**

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits accorded each employee.

### **Pay Day Schedule:**

The School District pays salaries on a regular schedule throughout the school year.

### **Salary Deductions:**

There will be no advance salary for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment.

All salary deduction, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

The business office will be given 30 days written notice of the termination of a salary deduction by an employee.

### **Statutory Reference:**

*RSA 194-C:4 (II) (a), Superintendent Services*

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