

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 and on the accurate reporting of hours worked by signing-in and signing-out of part-time and hourly employees. The necessary procedures for the recording of hours worked by part-time and hourly employees 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.

1. Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

2. Salary Deductions

The two categories of salary deductions allowed are those required by law and those specifically authorized, in writing, by the employee. Authorized deductions are subject to the limitation of the accounting equipment and may include, but are not limited to:

- a) Tax-Sheltered Annuities
- b) Union Dues
- c) Insurance Premium Contributions

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

Legal Reference:

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

Proposed: 11/15/99

Adopted: 12/20/99

Adopted: 08/22/05

Proposed: 10/07/19

Adopted 11/04/19

NHSBA Review: 04/04/14