

## PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitutes or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

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 paid to each employee.

### **Pay Day Schedule**

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advance (i.e. payroll check will not be released prior to scheduled pay date).

### **Salary Deductions**

No monetary compensation will be provided prior to wages earned.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions may include:

1. Financial Institutions
2. Tax-Sheltered Annuities
3. Union Dues
4. 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.

First Reading: October 6, 2010

Second Reading: November 3, 2010

**Adopted: November 3, 2010**

**Revised: May 3, 2018**