

FINANCIAL MANAGEMENTPayroll: Authorization and Control

Employment of all certificated and classified staff must be approved by the board. 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). Proper documentation is required to receive credit for experience and training. 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. No deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement.

The superintendent shall be responsible for establishing procedures to authorize and control the payroll operations of the district.

Cross References: Board Policy 5111 Employment of Staff
5313 Payroll Deductions

Legal References: RCW 28A.400.300 Hiring and discharging employees--
Seniority and leave benefits,
transfers between school
districts

Adoption Date:

060490