



Book	Policy Manual
Section	6000 Finances
Title	Copy of PAYROLL AUTHORIZATION
Code	po6510
Status	
Adopted	November 2, 2009
Last Revised	December 16, 2019
Prior Revised Dates	5/7/2012

6510 - PAYROLL AUTHORIZATION

The Board recognizes its obligation to pay its employees for services rendered in accordance with State and Federal laws and District commitments. ~~The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the Board of Education for services rendered. To ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.~~

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board, except where the authority to appoint certain personnel of the District has been delegated to the District Administrator.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual; and the position title; ~~and the compensation to be paid as prescribed in a negotiated, collective bargained agreement, or determined by a wage guideline.~~

All hourly employees will be paid bi-weekly when they are working.

All teaching/professional staff will be paid in twenty-six (26) payments unless the teacher/professional staff member specifically selects to be paid in twenty (20) payments when signing their annual employment contract. Of the twenty-six (26) payments, the ~~The~~ final six (6) pay deposits through the summer will be bundled into one deposit in late June.

Direct Deposit: All employees will have their paychecks directly deposited into their bank accounts on the designated paydays.

All administrative staff will be paid bi-weekly in twenty-six (26) payments.

Revised 1/23/12
Revised 12/16/19