

Barre Town Supervisory District Policy Manual

TITLE: Payroll Procedures/Schedules CODE: DKA

The superintendent is authorized to certify payrolls, and the town clerk is authorized to issue checks on his/her signature alone in accordance with the duly certified payroll.

All salaries, supplements, and compensation for extra duties will be paid through the town clerk's office. No payments will be made directly to school personnel by the local school.

Compensation records reflecting an accurate history of wages and related benefits will be kept for each district employee.

The superintendent and the town clerk and their staffs will develop and implement expeditious payroll procedures that meet all requirements of the law.

The checks used by the school district will be pre-numbered.

Date Adopted: 11/7/83

1st Reading: 5/10/00 , 2/20/2008

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Legal Reference(s):

Cross References:

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