PAYROLL POLICY

All compensation made to School Board of Volusia County, Florida (“Board”) employees shall be paid according to this policy:

A. Employment of all Board employees whether by the year, term, month, week, day, or hour in contract or temporary form must be approved by the Board.

B. Board employees shall be paid according to payroll schedules approved by the Board annually.

C. Payroll documents shall be submitted for all Board employees and shall be properly validated by the employee’s Principal or Administrator. Such payroll documents must be supported by time records.

D. All overtime must be preapproved by the employee’s Principal or Administrator and paid in accordance with the collective bargaining contracts or the Fair Labor Standards Act (FLSA).

E. Any recovery of payroll errors resulting in salary overpayments or underpayments will be determined by Florida Statues.

F. The Board authorizes the Superintendent to establish a Payroll Procedure Manual.

G. In order to receive retroactive payments the employee must be in an active status on the date the Board approves the retroactive payment.

Legal Authority:

95.11; 1010.01; 1011.60; 1012.22, Florida Statutes
Rule 6A-1.001; 6A-1.052, Florida Administrative Code

History:

Adopted: (xx-xx-xxxx)

Effective Date:

(xx-xx-xxxx)