



Payroll shall be certified by the Business Manager.

A payroll register shall be prepared on prescribed forms or printouts to support the amounts of the individual payroll checks. The register shall provide for listings of gross pay and all applicable deductions. The totals of the deductions shall determine the amount of checks drawn to depositories or taxing authorities for transmittal of such deductions.

Payroll checks shall be prepared twice each month. Payroll dates shall be the 15th and 30th, or the nearest prior date if these dates fall on a Saturday, Sunday or holiday. The Joint Operating Committee reserves the right to pay on the first working day after a weekend or holiday if uncontrollable circumstances exist.

In the case of overtime pay, pay for special assignments and pay for substitutes, the payroll check on the 15th and 30th of the month immediately following completion of these services shall include payment for such services provided the business office is notified in time to make the adjustments.

POL. 530

Overtime payments shall be made to nonprofessional employees who work in excess of their regularly scheduled hours per week provided they are not awarded compensatory time.

School Code  
508, 522,607,  
624, 1155

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements of the Joint Operating Committee policy may be required of all employees.

Salary or wages may be withheld for unapproved time off, in accordance with Joint Operating Committee policy, by the Executive Director.

Overtime can be scheduled and paid only when authorized in advance by the Executive Director or designee.