PAYROLL – AUTHORIZATION AND CONTROL: 6005

Employment of all certificated and classified staff must be approved by the Board. Authority to pay for such services rendered follows this approval. The Superintendent/designee shall be responsible for establishing procedures to authorize and control the payroll operations of the District. 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 District 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 unauthorized deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment.

The Superintendent, or designee, shall be responsible for the payroll operations of the District.

Cross References:

Administrative Policy – 5005	Employment of Staff: Disclosures, Background Checks, Certification Requirements and Approval
Administrative Policy – 5310	Compensation
Administrative Policy – 6213	Travel and Related Expenses

Legal References:

RCW	28A.320.010	Corporate powers
RCW	28A.330.100	Additional powers of the board
RCW	28A.400.200	Salaries and compensation for employees–Minimum amounts–Limitations–Supplemental contracts
RCW	28A.400.220	Employee salary or compensation–Limitations respecting
RCW	28A.400.240	Deferred compensation plan for school district or educational service district employees–Limitations
RCW	28A.400.250	Tax deferred annuities
RCW	28A.400.300	Hiring and discharging employees–Written leave policies–Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW	28A.405.400	Payroll deductions authorized for employees
RCW	41.04.035	Salary and wage deductions for contributions to charitable agencies–"United Fund" defined–Includes Washington state combined fund drive
RCW	41.56.110	Classified union dues
RCW	41.59.060	Certificated union dues