SUMNER-BONNEY LAKE SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

policy: 6000P
Section: 6000 - Management Support

Procedure - Program Planning, Budget Preparation, Adoption and Implementation

Payroll: Authorization and Control
Employment of all certificated and classified staff must be approved by the board and authority to pay for such services rendered follows this approval. Annual salaries will be determined by placement on the district salary schedule in terms of position, experience, training (where applicable), and collective bargaining agreements (where applicable). Proper documentation is required to receive credit for experience and training.

Salary Warrants
Unless otherwise specified, each staff member will receive a salary warrant on the last working day of each month equal to l/12 of the staff member's yearly salary less statutory, contractual, and voluntary deductions. Voluntary payroll deductions must be authorized by the board. The board 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.

The district will make payroll deductions for staff as required by law, such as federal withholdings, applicable state retirement contributions, and industrial insurance premiums.

The district will make payroll deductions for staff based on contractual agreements, such as those required by collective bargaining agreements.

The district may make voluntary payroll deductions for staff of the following type after an employee has submitted a written request to make such a deduction: Credit unions, United Way, tax-sheltered annuities, union dues, etc.

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Classification:
Revised Dates: **12.00; 08.02; 12/01/2011; 02.21; 01.23**

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