

Business/Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He or she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board of Education.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses.

 City Charter

Policy adopted: September 22, 2005

NEW LONDON PUBLIC SCHOOLS
New London, Connecticut