

Code: DL
Adopted: June 24, 2006
Revised: May 16, 2023

Payroll

The Superintendent and Finance Officer will develop and implement payroll procedures that conform to all requirements of law.

The Superintendent is authorized to verify payroll and issue pay on his/her signature along with that of the finance officer.

The district will maintain wage schedules for all positions, including step increases. Employees will be paid in accordance with the appropriate wage/salary schedule.

If the payroll falls on Saturday, Sunday or Monday, Mineral County School District will pay on the previous Friday. (Per Classified CBA). Transmittals will be submitted to the Board for review/approval at the next regular board meeting following the payroll cycle.

All salaries, supplements, and compensation for extra duties will be paid through the district payroll process. Extracurricular or coaching positions will be paid-per CBA's. Compensation records reflecting an accurate history of wages and related benefits will be kept for each district employee.

If an emergency prevents regular pay distribution, pay will be distributed as soon as possible.

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement/group agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

No other automatic deductions except those required by law will be made from an employee's pay without authorization of the Superintendent.

END OF POLICY

Legal Reference(s):