

PAYROLL PROCEDURES

7.160

- I. Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.
- II. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
- III. No payment shall be made except to properly authorized and approved personnel.
- IV. Payment shall be based on the duly adopted salary schedule for each position. From time to time payments in the form of a bonus or other legally authorized payment may be made.
- V. Full time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.
- VI. Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.
- VII. Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. Any exceptions shall be approved by the Superintendent/designee.
- VIII. A payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent's approval and shall be made only upon the written request of the employee.
- IX. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other groups designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
- X. No payments shall be made for overtime services without prior approval of the Superintendent/designee.
- XI. There shall be no payroll deductions permitted in violation of Section 106.15, Florida Statutes.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

106.15, 1001.43, 1011.60, 1012.22, F.S.

HISTORY: ADOPTED: _____

REVISION DATE(S): 11/17/2009

FORMERLY: