Payroll Procedures and Authorized Signatures

The Superintendent or his/her designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll designee 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 (Board). Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board shall be signed by the Superintendent or his/her designee.

Legal Reference: Connecticut General Statutes § 10-248

Policy adopted: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed: September 11, 2024

Source: CABE