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 shall be determined by placement on the district salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training.

Personnel Action

To initiate a personnel action, the supervisor shall initiate a personnel action notice. The notice shall be approved by:

A. Personnel department giving assurances that the contemplated action is consistent with all procedures related to the district's employment practices;

B. Business department giving assurance that there are adequate funds covering the proposed action;

C. Superintendent giving final authority for the personnel action.

Salary Warrants

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions shall 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.

Present statutory deductions are as follows:

OASI	Deducted during the calendar year from each pay warrant beginning with January 1 payroll until the required amount is deducted.
WITHHOLDING TAX	Deducted according to the current Internal Revenue Service schedule.
MEDICAL AID	Deducted from each pay warrant for all staff as set by the State Department of Labor and Industries.
RETIREMENT	**Washington State Public Employees' Retirement System** — Deducted from each pay warrant of non-certificated staff holding eligible positions at the rate set by the state. **Washington State Teachers' Retirement System** — Deducted from each pay warrant of certificated full-time staff at the rate set by the state.

Present contractual deductions are as follows:

HEALTH INSURANCE	Deducted from the pay warrant each month for (*enter name(s) of medical insurance companies).*
SALARY INSURANCE	Deducted from the pay warrant each month for (*enter name(s) of salary insurance companies).*

LIFE INSURANCE	Deducted from the pay warrant each month.
ASSOCIATION/UNION DUES	As negotiated in each agreement.
DENTAL INSURANCE	Deducted from the pay warrant each month for eligible staff.

Present voluntary deductions are as follows:

CREDIT UNION	Deducted from the pay warrant each month for credit union.
UNITED WAY	Deducted for equal monthly installments beginning _____ ***(Insert the date in which the district's United Way Fund Drive begins collecting through payroll.)***.
TAX-SHELTERED ANNUITIES	Deducted for equal monthly installments following the employee's submission of new or amended participation forms.
DEFERRED COMPENSATION	Deducted for _____ equal monthly installments following the employee's submission of new or amended participation forms.
POLITICAL CONTRIBUTIONS	Deducted in equal monthly installments following the employee's submission of a request for payroll deduction on the Public Disclosure Commission form
HOURLY OR DAILY: EMPLOYMENT	Hourly or daily staff must submit time slips. Time slips must be signed by the staff member and approved by the staff member's supervisor.

Leave

District leave provisions are covered in district policies. Upon return from a leave, the staff member shall complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, nonreimbursable leave or vacation.

Date: 12.11.00; 08.17.02