

**Management Support
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. (See policy 5313 - Payroll Deductions.) 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

when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, nonreimbursable leave or vacation.