

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy DKA
Policy Committee Review: May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read Adoption: June 7, 2017	Page 1 of 1 Category: Recommended

PAYROLL PROCESS

All salaries and supplements paid to Oyster River Cooperative regular staff members, substitute or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and overseen by the employees' direct supervisor.

Records kept - in the payroll office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The School District pays salaries on a regular bi-weekly schedule throughout the school year.

Salary Deductions

Authorized payroll deductions include:

1. Financial Institutions
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Cross Reference: Employee Handbook

Legal Reference:

- RSA 194-C:4 (II) (a), Superintendent Services
- RSA 275:43. Payment of Wages; Hourly School District Employees