

PAYROLL PROCEDURES

All salaries and supplements paid all full-time and part-time staff members, substitutes, self-funded and adult education program staff, and student workers shall be paid through the Business & Finance Office.

Proper payroll procedures are dependent on staff attendance accounting and on the accurate reporting of actual hours and times worked of part-time and hourly staff. The necessary procedure for this shall be established by the Superintendent, or designee, and carried out by the administrative personnel.

Failure to accurately report attendance, or submitting false time cards are grounds for disciplinary action, *up to and including termination*, by the Superintendent.

Compensation records kept by the Business & Finance Office shall reflect an accurate history of the compensation and related benefits paid to each employee, and shall meet all requirement of federal and state reporting.

Pay Day Schedule

The Laconia School District pays salaries on a regular bi-weekly schedule throughout the school year. The District shall offer a direct deposit option to employees to allow for timely payment should the pay date fall during a school vacation.

There shall be no salary advances for any staff member.

Salary Deductions

Salary deductions are allowed. They are subject to federal and state regulations, and the limitation of the financial management system. Authorized payroll deductions include:

- 403(b) Contributions
- Union Dues
- Insurance Premium Contributions
- Voluntary Contributions to the New Hampshire Retirement System.

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

Adopted: May 7, 2013