

**PAYROLL PROCEDURES**

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

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 carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits accorded each employee.

**Pay Day Schedule:**

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

**Salary Deductions:**

There will be no advance salary for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include, but are not limited to:

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

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

**Legal Reference:**

*RSA 194-C:4 (II) (a), Superintendent Services*

Adopted: June 2000

Reviewed: October 25, 2010

Approved by NHSBA: August 2011

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