

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 request for personnel action. The action shall be implemented by the Personnel Director, after determining that:

1. the contemplated action is consistent with all procedures related to the District's employment practices;
2. the business office gives assurance that there are adequate funds to cover the proposed action and
3. the Superintendent gives approval for the personnel action. The Superintendent may elect to bring the action to Council for discussion/decision.

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.

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 and in contractual agreements. For planned leave, the staff member shall complete a leave slip and have it approved in advance by the staff member's supervisor. The payroll department shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's pay summary. Staff must submit leave slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, nonreimbursable leave or vacation.