

Program Planning, Budget Preparation, Adoption and Implementation

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, changing the assignment or time of an employee, 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 specified by negotiated agreement or employee contract, each staff member shall receive a salary warrant or wire transfer to a district approved financial institution 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. In no case shall the release of payroll occur prior to receipt of monthly state apportionment payment. Voluntary payroll deductions shall be authorized by the board. 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:

SOCIAL SECURITY	Deducted during the calendar year from each pay warrant beginning with January 1 payroll until the required amount is deducted.
MEDICARE	
FEDERAL INCOME TAX WITHHELD	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 set by the state. Washington State Teachers' Retirement System — Deducted from each pay warrant of certificated full-time staff at the rate set by the state.

Present contractual deductions are as follows:

HEALTH INSURANCE	Deducted from the pay warrant each month for approved medical insurance company. <i>(Such deductions may include medical, dental, vision, orthodontia, etc.)</i>
SALARY INSURANCE	Deducted from the pay warrant each month for the approved salary insurance companies).
LIFE INSURANCE	Deducted from the pay warrant each month.
AGENCY FEE / ASSOCIATION	As negotiated in each agreement.

UNION DUES

Present voluntary deductions are as follows:

CREDIT UNION	Deducted from the pay warrant each month for credit union.
UNITED WAY	Deducted for equal monthly installments.
TAX-SHELTERED ANNUITIES	Deducted for equal monthly installments following the employee's submission of new or amended participation forms.
DEFERRED COMPENSATION	Deducted in equal monthly installments following the employee's submission of new or amended participation forms.
POLITICAL CONTRIBUTIONS	Deducted in equal monthly installments following the employee's submission of a request for payroll deduction on the Public Disclosure Commission form
HOURLY OR DAILY: EMPLOYMENT	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.

OTHER DEDUCTIONS: As allowed by board action.

Leave

District leave provisions are covered in district policies. Upon return from a leave, the staff member shall complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, non-reimbursable leave or vacation.