

DKA

Pittsfield School District

PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitute or part-time personnel, and student workers will be paid through the district office at regular intervals not to exceed fourteen 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 timecards signed, approved, and submitted by part-time and hourly workers. The necessary procedures for this will be established by the superintendent and carried out by administrative personnel.

Compensation records kept by the district 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 schedule throughout the school year. There shall be no salary advances.

Salary Deductions

There shall be no salary advances for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union Contributions
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.

Adopted: March 1, 1980 (as Policy DL)
Reviewed: September 24, 1992
Reviewed: October 21, 1996
Reading: October 1, 2009

Adopted: October 15, 2009
Amended: February 1, 2018