

BUSINESS SERVICES

BOARD OF EDUCATION – COMPENSATION/BENEFITS

PAYROLL

The Superintendent/designee shall maintain all necessary payroll records.

A certified statement of time worked, signed by the employee's supervisor, shall be used as the basis of all payroll expenditures.

The Board of Education authorizes approved deductions to be made from payrolls for the purpose of paying dues for professional organizations. It also authorizes approved deductions for all employees for the credit union, approved charities, group insurance, and for United States Government bonds. Such deductions may be made only upon official authorization from each individual employee.

Legal Reference: Education Code 35250

Approved: March 29, 1988