

**PAYROLL PROCEDURES**

The Superintendent is authorized to certify payrolls.

All salaries, supplements, and compensation for extra duties will be paid through the District Office. No payments for services will be made directly to school personnel by the local school.

Compensation records reflecting an accurate history of wages and related benefits will be kept for each district employee.

The Superintendent and Business Manager and their staff will develop and implement expeditious payroll procedures that meet all requirements of the law.

Adopted: 1988