

## **CHAPTER 7.00 - BUSINESS SERVICES**

**7.13**

### **PAYROLL PROCEDURES**

#### **POLICY:**

- (1) Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.
- (2) Payroll checks distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
- (3) No payment shall be made except to properly authorized and approved personnel.
- (4) Payment shall be based on the duly adopted salary schedule for each position.
- (5) Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.
- (6) Designated administrators for each employee shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.
- (7) Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. Any exceptions shall be approved by the Superintendent or designee.
- (8) Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
- (9) No payments shall be made for overtime services without prior approval of the Superintendent or designee.

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- (10) A minimum number of participants in order to establish a deduction slot in the payroll system will be established administratively.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 106.15, 1001.43, 1011.60, 1012.22, F.S.

**HISTORY:**

Adopted: January 14, 1999 Revision Date(s): February 9, 2010 Formerly:
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