

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: DL
Date Policy Adopted: 12-04-06

PAYROLL PROCEDURES

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement/group agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory Payroll deductions will be withheld as required by state and federal law.

No other automatic deductions except those required by law will be made from an employee's pay without authorization of the Board.

The superintendent is authorized to certify payrolls and to issue checks on his/her signature alone in accordance with the duly certified payroll.

The check signer will be under the direction and control of the superintendent and the assistant business manager who will determine the procedures for its use. The assistant business manager will perform the duties of check signing should the superintendent be unavailable.

END OF POLICY