

<b>BOARD POLICIES</b>	<b>PAYROLL (BP-7006)</b> METRO TECHNOLOGY CENTERS	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

All personnel regularly employed, either full or part-time, shall be paid according to a specific time schedule determined annually.

The superintendent is authorized to certify payrolls. Warrants will be issued on the signature of the treasurer, president, and the clerk of the Board.

Salary deductions are allowed only upon approval and are subject to the following requirements:

- A. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan for approval.
- B. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.
- C. The Human Resources Department shall be given ten (10) days notice of the institution or termination of a salary deduction by an individual.
- D. All salary deductions, other than those regulated by the federal or state government or negotiated agreement, will be deducted only upon written approval of the employee.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
9-Aug-93	B	Revised
08-May-95	C	Revised
22-Sep-03	D	Reformatted
15-Dec-03	E	Legal references reviewed and revised as necessary
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\* End of Policy \*\*\***