

**PAYROLL PROCEDURES**

**General:** The Encumbrance Clerk is authorized to issue appropriate purchase orders for the payment of payroll. The Treasurer is authorized to issue appropriate warrants for the payment of payroll. Payroll shall be paid according to any applicable provision in the negotiated agreement or according to a schedule to be developed by the Administration at the beginning of each fiscal year.

**Payroll Deductions:** Deductions from an employee's salary may be made for such items as are required by law and for association dues, salary protection, health insurance, cancer insurance, tax-sheltered annuities, and other approved deductions. The employee shall provide the payroll department with timely advance written notice of the commencement or termination of a deduction. The Administration may develop and implement procedures and forms for employees to utilize with respect to payroll deductions.

**Direct Deposit:** Upon request of any employee of the District, the employee's salary may be paid by direct deposit to any financial institution authorized by said employee. Other than making the direct deposit, the District will not be in any way responsible for the funds after they have left the hands of the District. In the event the District fails to make a direct deposit as requested by an employee, the District will provide the employee with a proper warrant or check in payment of salary. In the event an employee has requested direct deposit of salary, the employee must provide at least thirty (30) days advance notice to cancel or change such request.