

PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the Central Office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers, including evening school personnel. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the Central Office will reflect an accurate history of the compensation and related benefits accorded each employee.

Adopted: November 2005

First reading 2011 revision: October 11, 2011

Second reading: October 24, 2011

Adoption: November 21, 2011

Proposed reconsideration: November, 2016

Hull Public Schools