

**Purpose**

To identify the process for making payments on the payroll account

**Definitions**

N/A

**Policy Statement**

The Board of Education adopts salaries on an annual basis for all regular full-time positions, except those in food service, maintenance, custodial, and related positions which are on an hourly rate basis.

All earnings are subject to appropriate/legal deductions. The Finance Office will withhold these taxes according to current scales provided by the appropriate government agency and the employee's latest statement of exemptions on file in that office.

All employees shall be paid in accordance with the collective bargaining agreements.

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<b>Legal Reference</b>			
<b>Policy History</b>	<b>Adopted</b>	<b>Reviewed</b>	<b>Revised</b> Sept. 13, 2005, 1 <sup>st</sup> Reading Oct. 11, 2005, 2 <sup>nd</sup> Reading