

**PAYROLL**

**POLICY:**

Employees of the Lake Stevens School District No. 4 shall be paid monthly on their last working day of each calendar month; and in any event, the salary will be paid before the first of the succeeding month. Paydays for June, July, and August shall be the last business day of the month.

1. It shall be the primary responsibility of the employee to be certain his/her time sheet is submitted to the Payroll Department by the date established by that department.
2. It shall be the responsibility of the individual employee to inform the Payroll Department of any change in status that will affect deductions.
3. It shall be the responsibility of the individual employee to present to the Payroll/Personnel Departments all necessary certifications, permits, and credits required by the State and/or the District for employment and/or salary determination. Failure to submit required documents may result in the employee's pay being held until such required documents are submitted.
4. The Payroll Department is directed to make those deductions which are required by law. The Payroll Department is authorized to make banking and charitable deductions and other payroll deductions as per the various collective bargaining agreements.

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**PROCEDURES:**

A formal procedure for payment of salaries to employees was developed on October 14, 1993. Payment will be made upon appropriate documented approval, with the appropriate signatures of administrator(s) and the Superintendent.

1. Following negotiations and ratification of contracts by the employee bargaining units and the Board of Directors, the agreed upon salary schedules will be signed by an appropriate central office administrator and the Superintendent to signify approval of the salary schedules. The signed documents will be given to Payroll as authorization of payment of salaries for each group.
2. The payment of salaries for all new employees and/or a change of status resulting in an increase in pay for existing employees will be documented on an appropriate district form and signed by all appropriate administrators, including the Superintendent, before payment occurs. No deviation will be made from this procedure in order to provide consistency of operation.