

**PAYROLL: AUTHORIZATION AND CONTROL**

Employment of all certificated and classified staff must be approved by the board and authority to pay for such services rendered follows this approval. Annual salaries shall be determined by placement on the district salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training.

Personnel Action

To initiate a personnel action, the supervisor shall initiate a personnel action notice. The notice shall be approved by:

- A. Personnel department giving assurance that the contemplated action is consistent with all procedures related to the district's employment practices;
- B. Business department giving assurance that there are adequate funds covering the proposed action;
- C. Superintendent giving final authority for the personnel action.

Salary Warrants

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to 1/12 of to the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions shall be authorized by the board. The board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.

Present statutory deductions are as follows:

OASI: Deducted during the calendar year from each pay warrant beginning with January 1 payroll until the required amount is deducted.

WITHHOLDING TAX: Deducted according to the current Internal Revenue Service schedule.

MEDICAL AID: Deducted from each pay warrant for all staff as set by the State Department of Labor and Industries.

RETIREMENT: Washington State Public Employees' Retirement System – Deducted from each pay warrant of non-certificated staff holding eligible positions at the rate set by the state. Washington State Teachers' Retirement System Deducted from each pay warrant of certificated full-time staff at the rate set by the state.

Present contractual deductions are as follows:

HEALTH INSURANCE: Deducted from the pay warrant each month for eligible staff.

SALARY INSURANCE: Deducted from the pay warrant each month for eligible staff.

LIFE INSURANCE: Deducted from the pay warrant each month for eligible staff.

ASSOCIATION/UNION DUES: As negotiated in each agreement.

DENTAL INSURANCE: Deducted from the pay warrant each month for eligible staff.

VISION INSURANCE: Deducted from the pay warrant each month for eligible staff.

Present voluntary deductions are as follows:

CREDIT UNION: Deducted from the pay warrant each month if authorized by staff.

UNITED WAY: Deducted from the pay warrant each month if authorized by staff.

TAX-SHELTERED ANNUITIES: Deducted from the pay warrant each month if authorized by staff.

DEFERRED COMPENSATION: Deducted from the pay warrant each month if authorized by staff.