

**FISCAL MANAGEMENT**

**CODE: DKA**  
**POLICY**

**PAYROLL/PAY SCHEDULE**

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

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

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

**NEW POLICY**

**ADOPTION DATE: DECEMBER 13, 1995**

**REVIEW DATE: JANUARY 7, 2015**