

PELHAM SCHOOL DISTRICT POLICY DKA - PAYMENT PROCEDURES

Category: Recommended

All salaries and supplements paid to all full-time and part-time staff members, substitutes, self-funded program staff, and student workers shall be paid through the Business & Finance Office.

Proper payroll procedures are dependent on staff attendance accounting and on the accurate reporting of actual hours and times worked by part-time and hourly staff. The necessary procedures for this shall be established by the Superintendent, or designee, and carried out by the administrative personnel.

Failure to accurately report attendance, or submitting false time cards are grounds for disciplinary action, *up to and including termination*, by the Superintendent.

Compensation records kept by the Business & Finance Office shall reflect an accurate history of the compensation and related benefits paid to each employee, and shall meet all requirements of federal and state reporting.

Pay Day Schedule

The Pelham School District pays salaries on a regular bi-weekly schedule throughout the school year.

There shall be no salary advances for any staff member

Salary Deductions

Salary deductions are allowed. They are subject to federal and state regulations, and the limitation of the financial management software. Authorized payroll deductions include:

- 403(b) Contributions
- Union Dues
- Insurance Premium Contributions
- Voluntary Contributions to the New Hampshire Retirement System
- Credit Union

All salary deductions, other than those regulated by federal or state laws, shall be deducted only upon written or electronic approval of the employee.

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District Policy History:

Adopted: May 07, 2014

Revised: September 09, 2020

Legal References:

RSA 194-C:4 (II) (a), Superintendent Services