

HORTONVILLE AREA SCHOOL DISTRICT

Title: Payroll Management

Date Adopted: 2/28/94

Policy No. 10051

Date Revised: 6/24/08

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Policy Statement:

Employees shall be paid according to all applicable Board/employee agreements or Board/employee contracts.

Rationale:

Proper payroll procedures

Scope: District-wide

Responsibility: District Administrator and Director of Business Services

Implementation:

The District Administrator, or as designated to the Director of Business Services, shall administer the District payroll in accordance with state, federal, Board regulations and provisions of current employee agreements or contracts.

Voluntary payroll deductions shall be approved as provided for in all current employee agreements.

Associated Information:

President

Bill Murphy

Date 6/24/08

Clerk

Paul J. Thomas

Date 6/24/08