

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES
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PAYROLL AUTHORIZATION

The Board recognizes its obligation to pay its employees for services rendered in accordance with State and Federal laws and District commitments. Employees shall be paid according to all applicable Board/employee agreements or Board/employee contracts. Extra-curricular salaries are to be paid at the conclusion of the activity assigned or at another time period that will correspond with the school year such as the end of each semester.

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board except where the authority to appoint certain personnel of the District has been delegated to the District Administrator.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual and the position title.

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.

Athletic coaching pay and other seasonal assigned activities will be paid in full upon completion of the activity and will be processed when all activities within the relevant season have been completed. Payments will be made at the conclusion of the autumn, winter, and spring seasons.

All other extra-curricular activity payments will be paid in two (2) payments. One-half (1/2) will be paid at the end of the first semester and the other one-half (1/2) will be paid at or near the end of each school year. Exceptions to the pay schedules may be approved by the District Administrator for extenuating circumstances.

Legal Reference:
109.03 Wis. Stats.

NEOLA 2019

Board Approved 6/9/14; 10/28/19
Adoption Resolution 10/13/14