

**AUBURN SCHOOL DISTRICT
PAYROLL PROCEDURES**

All salaries and supplements paid to regular staff members, substitutes, and part-time personnel will be paid through the SAU office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent or designee and carried out by the administrative personnel.

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

Pay Day Schedule

The Auburn School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

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

Adopted: March 26, 2002
Revised: February 13, 2018

Legal References:
RSA 194:C:4,(II) (A), Superintendent Services, RSA 275:43, Payment of Wages; Hourly School District Employees