

## **West Bonner County School District**

### **FINANCIAL MANAGEMENT**

**7445**

#### **Payroll Periods, Deductions and Supplemental Payroll**

##### Payroll Periods

This school district will issue one “regular” payroll per month and one “advance” payroll per month. See policy 7435.

Salary payments for certificated personnel will be prorated on a twelve-month (912-month) basis. Certificated personnel may draw their summer checks in advance only if they terminate their employment with the district at the conclusion of the school year.

Payment for classified employees who work over 20 hours per week is calculated as follows: Rate of pay times days to be worked for year times hours per day equals annual gross income. This annual gross income is divided over the remaining payroll for the school year. Unless there are exceptions to the monthly payroll, classified employees on benefits will receive the same gross payroll per month. Classified payroll is based on timesheet pay. Classified employees who work over 20 hours per week may not opt out of spreading their payroll over the school fiscal year.

Payment for classified employees who work under 20 hours per week is authorized on the basis of the time sheet submitted to the central office.

##### Payroll Deductions

All payroll warrants are subject to those deductions which are required by statute of the State of Idaho and the federal government. Any other payroll deductions for school employees will be in accordance with board policy and upon written authorization of the employee.

Compulsory payroll deductions will be made as required by Idaho and federal law.

Optional deductions will be made upon written request by the employee for such purposes as approved by the board.

##### Supplemental Pay

Supplemental pay for special assignments will be paid according to a schedule approved by the board. Such payment will be made in accordance with the regular payroll procedure. Supplement pay will be prorated on a twelve-month (12-month) basis unless the employee requests, in writing, full payment at the completion of the activity assignment.

Legal Reference: I.C. § 33-506  
I.C. § 33-515

Organization and government of board of trustees  
Issuance of Renewable Contracts

Policy History:

Adopted On: March 12, 2008

Revised On: