

**PAYROLL PROCEDURES***Sample Policy**Category: Recommended*

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

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 and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

**Pay Day Schedule**

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

**Salary Deductions**

There will be no advance salary for any staff member.

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.

**Legal Reference:**

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

*RSA 275:43. Payment of Wages; Hourly School District Employees*

Revised: September 2017

Revised: September 2015

Revised: July 1998, November 1999, March 2004

**NHSBA note, September 2017:** House Bill 194, Chapter 45 of Laws of 2017, amends RSA 275:43 to permit weekly or biweekly payment of wages. Previously, a School District had to obtain approval of the Commissioner of the Department of Labor to make wage payments on terms other than weekly.

**NHSBA note, September 2015:** No changes are made to the content of this policy. NHSBA brings this policy to its members' attention in response to HB 347, which amends RSA 275:43, effective August 25, 2015. This new law allows the commissioner of the Department of Labor to permit payment of wages less frequently than weekly where a school district collective bargaining agreement for hourly employees provides an option to be paid in any number of equal installments with one additional installment. The new law contains further components as well. NHSBA brings this policy to its members' attention because the new law and this policy may have collective bargaining implications.

SAU #7 Policy Committee: Recommended for Adoption – March 29, 2018

Clarksville School Board: Adopted – September 19, 2018

Colebrook School Board Adopted: April 17, 2018

Columbia School Board Adopted: May 2, 2018

Pittsburg School Board Adopted: May 14, 2018

Stewartstown School Board Adopted: May 7, 2018