

## **EMPLOYMENT OF STAFF**

Employment of all certificated and classified staff must be approved by the board and authority to pay for services rendered follows this approval. Annual salaries and wages shall be determined by placement on district salary schedules in terms of position, experience and training, when applicable. Proper documentation is required to receive credit for experience and training.

### Personnel Action

To initiate a personnel action, the supervisor will complete a personnel action form. This action will be approved by:

- A. The Human Resources Department providing assurance that the action is consistent with all procedures related to the district's employment practices;
- B. The Business Department, through the budgeting process in conjunction with Human Resources, providing assurance that there are adequate funds to cover the proposed action;
- C. The Superintendent and Board of Directors authorizing the personnel action.

### Pay Warrants

Unless otherwise indicated, each employee will receive electronic notification or pay warrant on the last work day of each month equal to 1/12 of the employee's yearly pay less statutory, contractual and voluntary deductions. The board may act on behalf of an individual employee to deduct a certain amount from the employee's pay and remit an agreed amount to a designee of the employee.

Statutory deductions are:

Social Security/Medicare	Deducted during the calendar year from each pay warrant beginning with the January payroll until the required amount has been deducted
Federal Tax Withholding	Deducted according to the current Internal Revenue Service schedule as authorized by the employee
Workers Compensation	Deducted from each pay warrant for all employees at the rate set by the State Department of Labor and Industries
Retirement	Public Employees Retirement System or School Employees Retirement System. Deducted from each pay warrant for classified employees holding eligible positions Teachers Retirement System. Deducted from each pay warrant for certificated employees holding eligible positions

Contractual deductions and benefits are:

Association/Union Dues	Deduction determined by each association or union
VEBA	Voluntary health reimbursement arrangement (HRA) for employee groups that elect monthly deductions
Dental, Vision, Long-term Disability Insurance	Paid by the district as shown on pay warrant

Voluntary deductions are:

Medical Insurance	Deducted from each pay warrant for employees who elect coverage
Tax-Sheltered Annuities	Deducted from each pay warrant in the amount selected by the employee
Deferred Compensation	Deducted from each pay warrant in the amount selected by the employee

#### Additional Pay, Daily Absences and Leaves

Pay for additional work above the regular work schedule must be authorized by supervisors. Approved additional hours of pay must be submitted to the payroll office using time sheets for classified staff and payment for extra duties forms for certificated staff.

Daily absences must be approved by supervisors and recorded on time sheets for less than 12-month classified building staff. Daily absences for 12-month classified and administrative staff must be entered and approved electronically in the human resources/payroll system. Daily absences for certificated staff are recorded in the substitute management system.

The payroll office will compile the amount of leave used on a monthly basis. Remaining (?) leave will be recorded on monthly pay warrants and in the human resources/payroll system.

Leaves for extended periods of time are covered in district policies and/or negotiated agreements. Requests for extended leaves must be approved by the board when the leave requires a leave replacement employee rather than a substitute.