

PAYROLL: AUTHORIZATION AND CONTROL PROCEDURES

Employment of all certificated and classified staff must be approved by the Board, and authority to pay for such services rendered follows this approval. Annual salaries shall be determined by placement on the appropriate NWESD 189 salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training (see Policy 5310).

Personnel Action

To initiate a personnel action, the supervisor shall initiate a personnel action notice. The notice shall be approved by:

- 1) personnel department, giving assurances that the contemplated action is consistent with all procedures related to the NWESD 189's employment practices;
- 2) department head, giving assurance that there are adequate funds covering the proposed action; and
- 3) Superintendent, providing final authority for the personnel action.

Salary Warrants

Unless otherwise indicated, each employee shall receive a salary warrant on the last working day of each month equal to 1/12 of the employee's yearly salary less statutory, contractual, and voluntary deductions. Voluntary payroll deductions shall be authorized by the Superintendent. The Board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.

The employee's statement will show gross earnings, all amounts deducted, and net pay. The payroll office will make the following regular monthly deductions, unless provided by statute (e.g., retired employees):

- 1) Industrial Insurance Premium (state medical aid);
- 2) Federal Withholding Tax (income tax);
- 3) Federal Old Age and Survivors Insurance (social security tax); and
- 4) Department of Retirement Systems Retirement Fund.

Hourly or daily staff must submit time sheets by the fifteenth (15th) of each month. Time sheets must be signed by the staff member and approved by the staff member's supervisor.

Employee Leaves

Employee leave provisions are covered in NWESD 189 policies (see 5400 series). Upon return from a leave, the staff member shall complete a leave request and any related leave forms. The leave request must be approved by the staff member's supervisor. The payroll/personnel officer office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit leave slips when they do not report to

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work regardless of the nature of the absence, whether illness, emergency leave, non-reimbursable leave, or vacation.

The NWESD 189 may contract with a staff member to defer any portion of his/her compensation to a credit union, savings and loan association, bank, or other such financial institution or insurance company, as set forth in RCW 41.04.250. In addition, the NWESD 189 may, at the staff member's direction, provide and pay for an approved tax deferred annuity program.

The NWESD 189 may enter into a tax deferred annuity contract when five (5) or more staff members request the NWESD 189 to enter into a contract with a company of the staff member's choice authorized to do business in the State of Washington through a Washington-licensed insurance agent for educational service district employees (see Policy 5314).

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Cross Reference:
Policies 5310, 5314, 5400 series