



**PAYROLL AUTHORIZATION/SALARY CHECKS AND DEDUCTIONS**

**Payroll Authorization**

Employment of all school personnel whether by the year, term, month, week, day or hour in contract, temporary, or substitute form must be approved by the board. Authorization to pay follows there from.

Each motion of the board to employ or re-employ on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the salary to be paid over the term of the contract and the period of employment. Each motion of the board to employ on a temporary basis (i.e., by the hour or day) shall include the name of the individual, the position title and the rate of pay.

Approval for payment in the performance of special activities is required as follows: bedside instructors, as certified by the Executive Director; coaches, as certified by the principal and Executive Director; extracurricular advisors, as certified by the principal and Executive Director.

Authorization is hereby given to withhold salary or wages for unapproved time off in accordance with board policy by action of the board secretary/business administrator.

The payroll journal shall be certified by the board secretary/business administrator and the president of the board, monthly. One warrant for the net amount of the payroll and a second warrant for all payroll deductions, together with school matching funds and administrative charges, shall be deposited to special accounts for disbursement by the treasurer upon receipt of the certified payroll.

**Payroll Deductions**

The Board of Trustees may in its discretion act on behalf of individual employees to deduct a certain amount from the employees' paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the board is willing to act on behalf of an employee.

No deduction may be made from the wages of an employee except for federal income tax, social security, New Jersey Income Tax and New Jersey Unemployment Assistance without proper authorization. Pension deductions are authorized by the New Jersey Division of Pensions; all other deductions are authorized only by the employee.

The board has authorized in accordance with the below cited legislation that deductions may be made from an employee's paycheck upon proper authorization on the appropriate form, as prepared by the school, for the following purposes:

- A. Hospital service and group insurance plans.
- B. Additional death benefit coverage.
- C. Additional tax sheltered annuities.

- D. Payments of credit union.
- E. Bona fide organizational dues.
- F. Tax sheltered annuities.

In accordance with the statutes it is unlawful for any board employee to withhold or pay to another or purchase or have assigned, other than by court order, any compensation for services of any school employee.

**Board Approval Date: 12/15/2009**