

PAYROLL PROCEDURES

Payment of all salaries, supplements, and extra duty pay shall be handled through the business manager. No payments shall be made directly to any school personnel by the individual school. Payroll time cards and approval processes shall be complied in accordance with applicable administrative regulations established by the superintendent.

Deductions for Absences

When employees are absent for causes other than death, or critical illness, in the immediate family, or for funerals, a deduction in salary shall be made unless, in the judgment of the superintendent, or ultimately of the board, there are valid grounds for excusing the absence.

A day's salary of employees on a 1-month appointment (other than teachers) shall be considered 1/200th of the year's salary. A day's salary of a full-time employee shall be considered 1/300th of the year's salary. Teachers shall forfeit a specific fraction of their pay for days worked under 180 days, as determined in the negotiated contract.

Voluntary Deductions

Voluntary deductions may include:

1. Membership dues for recognized professional organizations, as authorized by the board. Dues shall be deducted according to a schedule established by the central office, only upon receipt of an authorization card signed by the individual employee.
2. Deductions for employee contributions to the district's health insurance program and other insurance/annuity programs, which are, or may be, approved by the board.
3. Contributions to board-approved charities or united community funds.

The school district shall not act as a collection agent for an employee's debts, except when it is required to do so by court order.

Current practice codified 1975

Adopted: Date of manual adoption

Revised: September 8, 1993

LEGAL REF: M.R.S.A. 20:473(10)

Department of Public Schools, Augusta, Maine