

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>BUSINESS OPERATIONS</u> Payroll	530
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The Board of Education is committed to hiring and retaining the most qualified candidates. Employees of Caswell County Schools will be awarded benefits like employees of the State of North Carolina. Employees will be paid according to salary schedules set by the state and/or on schedules that have been built from ranges established for the position by the District or State. Placement on the salary schedule is determined by specific training.

- a. Teacher Salary Supplement - The salary supplement for teachers employed by the Caswell County Schools will be earned on the basis of an adopted schedule for the fiscal year and based on the number of years employed in the Caswell County School District. If the teacher is employed less than the contract year, the supplement will be prorated.

1. Payroll Procedures

All school district personnel who have met the legal requirements for their employment and service will be paid promptly when their salaries are due, as provided by law. Each Principal will sign monthly and/or hourly timesheet information. The hours worked and absences taken will be submitted to payroll in accordance with schedules and forms established by the Superintendent or designee. The Superintendent will issue vouchers for the salary of all school employees, whether paid from state or local funds, based upon the payroll information submitted. The Superintendent will not approve the vouchers for the pay of a principal or teacher until the principal or teacher makes any monthly or annual reports required by the Board.

The Finance Officer will make any authorized payroll deductions.