

# POLICY

## Board of Education Bernards Township

File Code: M 6510  
PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the School District is that made to the employees of the Board of Education for their services.

Each Board resolution to employ or reemploy a person will include the person's name, position, the salary or rate of pay, the wage guide from which wages are derived, the period of time for which employment is authorized, and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee or home instructor whose employment has not been approved by the Board. The Board will annually approve lists of persons who may be assigned these duties. Each list will include the names of these persons and the rate of pay.

The minutes of the Board meetings will record all actions of the Board regarding the resignation, retirement, death, discharge, or nonrenewal of employees. The record will include the name and position of the employee and the date upon which wages terminate.

All employees are required to follow attendance procedures in order to verify days and hours worked.

The Superintendent is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Regular teaching staff members will be paid twice a month. Other contract employees will be paid twice a month. Substitute employees will be paid monthly. Hourly employees will be paid monthly. Special activity employees will be paid in the month following completion of the activity.

The payroll journal will be certified by the Superintendent, the Board Secretary and the President of the Board. The Treasurer will deposit in special disbursement accounts one warrant for all payroll deductions together with District matching funds and administrative charges.

In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once every three years, between the months of September through May, the Superintendent of Schools shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.

N.J.S.A. 18a:19-9 et seq.

**ADOPTED:** December 14, 2009