



## **Payroll Procedure**

### **Administrative Procedure 5.100**

---

**Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16, 18**

**Legal Reference:**

---

**Date Adopted: June, 2012**

**Date Amended:**

**Date Reviewed: April 2019; December, 2021**

---

#### **Payroll Procedure**

All payroll reporting forms shall be forwarded to the Secretary-Treasurer's department on or before all payroll deadline dates.

The Secretary-Treasurer shall approve all payroll before processing.

All staff shall be paid in accordance with the provisions of current collective bargaining agreements as are negotiated from year to year.

Payment for payrolls shall be by means of direct deposit.