

**FINANCIAL MANAGEMENT POLICY – PAYROLL**

Mountain Home School District No. 193 School Board of Trustees adopts the Financial Management – Payroll Policy to govern the school district’s payroll procedures.

Preparing the Payroll is the responsibility of the District Office.

The District will pay employees monthly on the 25<sup>th</sup> of the month. If the 25<sup>th</sup> falls on a district non-workday, then payday will occur on the last workday preceding the weekend or break.

All district employees will be paid based on salary schedules adopted by the Board effective on the date identified when adopted. Any exceptions must be approved by the superintendent.

The District requires Direct Deposit for all employees. Payroll checks will not be withheld if the employee does not have Direct Deposit; however, a five dollar (\$5.00) processing fee will be assessed per payroll period.

To meet timelines, the District Office will adopt schedules for submission of materials to be used in preparing the payroll. Any material that does not meet these deadlines will not be included in that month’s payroll.

The District will participate in a cafeteria plan. Employees wanting to participate will sign up in December with changes effective in January.



**LEGAL REFERENCE:**

Idaho Code Section 33-506(3)(a)

**ADOPTED: November 20, 2018**

Revised: June 18, 2019