

CHAPTER 7.00 - BUSINESS SERVICES

PAYROLL

7.51

- I. Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.
- II. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
- III. Payment shall be based on the duly adopted salary schedule for each position. From time-to-time payments in the form of a bonus or other legally authorized payment may be made.
- IV. Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.
- V. The district's school year calendar indicates employee work and non-work days. Non-work days that are not designated as paid holidays are non-paid non-work days.
- VI. Consistent with the district's collectively-bargained requirements, employees will be paid for all work performed but pay for Board-appointed instructional, classified, and administrative employees pay will be equalized to spread employee pay evenly amongst the scheduled pay periods throughout the school calendar year regardless of the number of actual work days in a particular pay period. Depending on the time of the pay date within the calendar year, as a result of the district's scheduled non-paid non-work days this equalized pay approach may result in pay on a particular pay date for time the employee has not yet worked, such as over the July, winter, or spring break, which at that time will constitute a temporary pay advance that evens out over the course of the remaining school calendar year and that may require an adjustment during the final paycheck when an employee separates employment prior to the end of the school calendar year to account for the employee being paid for all work performed.
- VII. Cost center heads shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures to ensure employees are paid for all work performed in each workweek, including any overtime worked.
- VIII. Any necessary salary adjustments shall be paid at subsequent payroll periods. A person who separates from employment with the district prior to the end of the school calendar year shall have their final pay adjusted to account for the prior occurrence or non-occurrence of any non-paid non-work days for which the employee has already received equalized pay as outlined in VII., above, to ensure the employee is only paid for the work actually performed during their employment for which they are owed compensation.. Any exceptions shall be approved by the

Superintendent or designee.

- IX. An authorized payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent or designee's approval and shall be made only upon the written request of the employee.
- X. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other groups designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
- XI. No payments shall be made for overtime services without prior approval of the Superintendent or designee.
- XII. There shall be no payment deductions permitted in violation of section 106.15, Florida Statute.

STATUTORY AUTHORITY:

1001.41(2), F.S.

**LAWS IMPLEMENTED: 106.15, 112.10, 112.11, 112.171, 112.175, 215.425, 447.303,
1001.42(5)(a), 1001.43, 1011.18(5), 1011.60(3), 1011.60(4), 1012.22, 1012.24,
1012.27(2), 1012.31(3)(a)4, F.S.**

STATE BOARD RULE:

6A-1.0012; 6A-1.052

HISTORY:

**ADOPTED: 08/21/01
REVISION DATE(S): 11/06/01, 11/6/18
FORMERLY: 6.114**

NOTES: