

NON-INSTRUCTIONAL/BUSINESS OPERATIONS**Subject: Payroll Procedures**

The Building Principal, or other administrator specifically designated by the Superintendent, is responsible for the distribution of checks to all instructional and non-instructional personnel in his/her school. The Building Principal may delegate this responsibility to another appropriate member of his/her staff. Any person absent, or otherwise not available for three (3) or more days prior to the time of distribution, will have their checks mailed to their home address, unless otherwise requested in writing and approved by the Assistant Superintendent for Business. No checks will be given to third parties without the authorization of the Assistant Superintendent for Business. It shall be the responsibility of the Assistant Superintendent and his/her staff to prepare all payrolls.

The internal auditor also will periodically test the district payrolls to verify and appropriateness.

Ref: Civil Service Law §100

Education Law §§1604; 1719; 1720; 2116-a

Note: Prior regulation #3326.1 revised

Adopted: July 11, 2012

