

Concord School District Policy #421

Payroll Procedures

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers, will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with [RSA 275:43, IV-a \(a\)](#).

Necessary procedures for accounting for the hours of part-time and hourly workers will be established by the Superintendent and carried out by administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The District pays salaries on a regular schedule throughout the school year. There shall be no salary advances for any staff member.

Salary Deductions

Salary deductions are allowed. They are subject to the limitation of the accounting software. All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Authorized payroll deductions include:

1. Tax-sheltered annuities
2. Union dues
3. Insurance premium contributions (life, health, vision, dental)
4. Garnishments
5. Section 125

Legal References:

[RSA 194-C:4 \(II\) \(a\), Superintendent Services](#)

[RSA 275:43 Payment of Wages; Hourly School District Employees](#)

Adopted 1971. Revised August 1983; December 4, 2017
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