

Business and Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Superintendent of Schools shall supervise the preparation of all payrolls and shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall make deductions required by local, state, or federal regulations and other deductions authorized by individuals and approved by the Board of Education.

The Board of Education shall authorize all payroll expenditures. The Board Chair, or in their absence, a designated member of the Executive Board, shall sign the payroll manifest. This signature constitutes a formal order to the Town Treasurer to disburse funds from the appropriate town-held education accounts.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted: 2/12/98

Revised: 10/14/21, 5/14/26