

BOARD POLICIES	<p style="text-align: center;">METRO TECHNOLOGY CENTERS PAYROLL (BP-7006)</p>	<p style="text-align: center;">The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</p>
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1.0 POLICY:

All personnel regularly employed, either full or part-time, shall be paid according to a specific time schedule determined annually.

The superintendent is authorized to certify payrolls. Warrants will be issued on the signature of the treasurer, president, and the clerk of the Board.

Salary deductions are allowed only upon approval and are subject to the following requirements:

- A. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan for approval.
- B. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.
- C. The Human Resources Department shall be given ten (10) days notice of the institution or termination of a salary deduction by an individual.
- D. All salary deductions, other than those regulated by the federal or state government or negotiated agreement, will be deducted only upon written approval of the employee.

2.0 LEGAL REFERENCE: 70 O.S. § 5-117.A.2

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
August 9, 1993	B	Revised
May 8, 1995	C	Revised
September 22, 2003	D	Reformatted
December 15, 2003	E	Legal references reviewed and revised as necessary

5.0 PCF FRAMEWORK #: 8.5 Process payroll

***** End of Policy *****