

**PAYROLL PROCEDURES**

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid by the business office in accordance with the schedule approved by the School Board. The business office will maintain records that accurately reflect the compensation and related benefits of each employee.

**ADOPTED:** December 13, 2005

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-296.