

## **PAYROLL**

### **Background**

As part of the Division's fiduciary responsibility, proper and complete employment records shall be maintained for all staff members, in accordance with applicable federal and provincial statutes.

### **Procedures**

1. Pay periods for all unionized staff members shall be based on the collective agreements in effect.
2. Salary rates and benefits for all unionized staff members shall conform to the collective agreements.
3. Pay periods, salary rates and benefits for non-unionized staff members shall conform to those outlined in the personal contracts.
4. Upon employment termination, all debts owed to the Division are to be repaid when feasible and all Division property is to be returned prior to the date of final pay-out.
5. Staff members absent from their normal daily job assignments are required to complete the proper documentation.
6. Documentation relating to the payment of replacement staff will be completed accurately and submitted to the payroll department on a timely basis.
  - 6.1 All replacement staff members are required to verify by signature their own monthly statements.
  - 6.2 Statements are to be approved by supervisors.

Reference: Section 85, 87, 109, 110 Education Act  
Labour Standards Code

Forms Manual: Form 513-1; Form 513-2; Form 513-3; Form 513-4; Form 513-5; Form 513-6; Form 513-7;  
Form 513-8; Form 513-9

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