

Business and Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Superintendent of Schools or his/her designee shall supervise the preparation of all payrolls. He/she shall certify payments for approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, and federal law and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for payment of expenses by the City Treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

Legal References: *Conn. Gen. Stat. § 10-248*
 Charter of the City of New Haven, Art. XXIX, § 150