

PREPARATION AND DISTRIBUTION OF PAYROLL

1. Payrolls shall be submitted for all employees of the Board and shall be properly signed off by the Academy President or Management Company Representative and Board Chair. The Board Chair will review and sign off on the President or Management Company Representative's salary line
2. Payroll distribution dates shall be established administratively to ensure employees are promptly paid in accordance with Florida Statutes.
3. All South Tech Charter Academy, Inc. employees are required to use direct deposit for payroll purposes.

Authority: 120.53; 230.22(2) FS

Implemented: 120.53; 237.02 FS

Reference: Palm Beach School District Policy 6.13

History: New: 10/07/2004; Revised: 7/07/2005, 3/11/2010