

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 516
PROCEDURE:	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 established by the Division as outlined in documentation provided at the time of employment and revised periodically as required thereafter.
4. Upon employment termination, all debts owed to the Division are to be repaid and all Division property is to be returned prior to the date of final pay-out.
5. The Principal shall ensure that staff members absent from their normal daily job assignments complete the proper documentation as established by the Director and Chief Financial Officer.
6. The Principal shall ensure documentation relating to the payment of replacement staff is completed accurately and submitted to the payroll department on a timely basis as requested by the Chief Financial Officer or designate.
 - 6.1 All replacement staff members are required to verify by signature their own monthly statements.
 - 6.2 Month-end statements for replacement staff are to be approved by the Principal.

Reference: Sections 85, 87, 108, 109, 110, Education Act
Labour Standards Code
Collective Agreements

Date Issued: November 21, 2007