



Payroll Procedure

Administrative Procedure 5.100

5.0 Business Administration

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16, 18

Legal Reference:

Date Adopted: January 1976

Date Amended:

Payroll Procedure

All payroll reporting forms shall be forwarded to the Secretary-Treasurer's department on or before all payroll deadline dates.

The Secretary-Treasurer shall approve all payroll before processing.

All staff shall be paid in accordance with the provisions of current collective bargaining agreements as are negotiated from year to year.

Payment for payrolls shall be by means of direct deposit with the exception of casual personnel who shall receive a payroll cheque.