

PAYROLL PROCEDURES

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

The Secretary-Treasurer shall approve all payrolls submitted for processing.

All staff, other than managerial, shall be paid in accordance with the provision of current collective agreements as negotiated from year to year.

The Board of Trustees shall receive current operating statements during the year reporting budget and expenditure variances on an on-going basis. Payroll reports shall be provided for material budget variances as they occur.