



# Monument Academy

*Board of Directors Governance and Policy*

Policy Name:	<b>Payroll Procedures</b>
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Approval:	

## **Payroll Procedures**

### **Authorization of Permanent Positions**

The authorization of permanent positions rests solely with the MA Board of Directors (the Board). Permanent positions are based on Full-time Equivalents (FTE for administrators, teachers, and classified staff. The Board approves positions by fund, program and job classification as part of the budget process. Requests to the Board for approval of additional staff shall be submitted on a FTE request form, ideally during the budget process. These forms are then routed through the Human Resources and Finance Department before calendaring before the Board.

### **Stipend/Other Payment Approvals**

All stipends must be approved by the Executive Director and Director of Human Resources, in writing, and must be included in the annual budget. When possible, stipend amounts and categories shall be included with the annual adoption of salary schedules. There is generally no provision for classified staff stipends because of complications with Fair Labor Standards for non-exempt employees.

### **Extra Duty Pay Authorization**

Payments to employees for extra duties performed as an extension of their contract days, shall require the approval of the Executive Director, the Director of Human Resources and the school Principal prior to the work being performed. Employees are

prohibited from receiving Extra Duty Pay for days covered under his/her contract year (authorized work days). Extra duty pay that is not included in the budget must be coordinated with the CFO/Finance Director for budgetary inclusion/adjustment.

### **Overtime Pay Authorization**

Authorization for overtime pay is the responsibility of the supervisor prior to the work being performed and subject to budgetary approval. Overtime pay is subject to Fair Labor Standards (FLSA) for applicable employees. Administrators and teachers are generally excluded from receiving overtime pay.

### **Payroll**

The COO/ED or his/her designee shall establish payroll processing procedures. Procedures must address frequency of payroll, PERA contributions, other benefits, and time and effort reporting. **The Principal or department head must approve all time sheets in writing.** All pay amount authorizations shall be completed prior to the issuance of pay.

### **Over/Under Payments**

While MA strives to pay all employees in an accurate and timely manner, occasionally mistakes of overpayment or underpayment are made. In the event an employee is underpaid, the Human Resources department will strive to correct the error on the next regular paycheck. The school will be responsible for underpayments going back two years from the date of discovering the underpayment. In emergency situations Human Resources may choose to issue a manual check to the employee.

In the event of an underpayment, Colorado PERA requires that the record of compensation reflect the correct wages that were due to the employee. If the amended compensation record results in an assessed interest penalty, the school will be responsible for payment of the excess amount.

In the event an employee is overpaid, the school will seek to recover the overpayment in as few checks as possible but generally over the remainder of the employment contract term. In no instance will the school allow a repayment schedule greater than **12** months without consent of the COO/ED or Designee. In the event of employee fraud or intentional misrepresentation, the employee may face possible criminal charges.

In the event of an overpayment, Colorado PERA requires that the record of compensation reflect the correct wages that were due to the employee. Colorado PERA requires that an adjustment be made to the employee's highest average salary. The responsibility for negotiating repayment terms rests with the Director of Human Resources in collaboration with the CFO/Finance Director.

### **Change in Contract Term**

All non-school year employees shall be employed on a July 1 through June 30 contract. All employees with less than 250 day contracts shall be paid on an August 1 through July 31 contract, except those grandfathered under previous contract periods. These contract periods are designed to match days paid with days worked as near as possible. In the event that a position's contract term needs to be changed, such request shall be submitted in writing to the Director of Human Resources for approval of the Executive Director. Increases in contract term must have a funding source identified for the cost of additional day's salary and benefits.

### **Pay Advances**

Payroll advances are discouraged due to statutory borrowing and lending regulations. However, in the event that new employees need funds to get through the start of the school year, the Executive Director and Director of Human Resources shall be authorized to advance no more than 50% on one month's salary and deduct 10% of that amount over the next 10 paychecks until completely repaid.

### **All other Payments Not Covered Above**

It is the intention of this regulation to create an official approval process for employee positions and payments. Exceptions not covered under this regulation shall require approval of the Director of Human Resources, the CFO/Finance Director, the Executive Director, and potentially the Board.

Adopted: 12/14/2023

#### **LEGAL REF.:**

C.R.S. 24-18-104 (3)(d), (e)  
C.R.S. 8-4-109