

Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Finance
Policy/Procedure

Payroll

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: April 3, 2013

DISTRIBUTION:

Policy

Payroll management and salary and compensation guidelines will be determined by the board within budgetary constraints. Payroll records will be kept current and will be updated on a regular basis.

Procedure

1. Payroll will be bi-weekly.
2. Payroll information will include:
 - a. Employee's name and address
 - b. Employee's social insurance number
 - c. Employee's taxation code
 - d. Employee's date of birth
3. Contract employees are to be paid as per conditions outlined in their contract.
 - a. Contract employees are hired for a short term and/or specific project with no relationship to ALI/MTCU core funding.
 - b. All contracts must be approved by the board before being signed by two designated signing officers. Any subsequent changes to the contract must also be approved by the board.