

SHALER AREA SCHOOL DISTRICT

POLICY 614

SECTION: FINANCES
 TITLE: PAYROLL AUTHORIZATION
 ADOPTED: June 18, 1998
 REVISED:

614. PAYROLL AUTHORIZATION

1. Authority
SC 508 Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows therefrom.

2. Delegation
of Responsibility Actions by the Board to employ or to reemploy on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the salary to be paid over the term of the contract, the period of employment, the position classification, and the budget category to which the wages are to be charged.

Actions by the Board to employ temporary or part-time personnel (i.e., by the hour or day) shall include the name of the individual, the position title, the rate of pay, the position classification, the period of time during which such authorization is valid, and the budget category to which wages are to be charged.

The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the non-retention of a temporary professional employee. Each such action shall include the name of the employee, the date upon which salary or wages will terminate, and the position formerly held.

2. Guidelines Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy are required of all employees.

Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Superintendent, Director of Business Services, and Personnel Director in consultation with the school district solicitor.

Overtime can only be scheduled and paid when previously authorized by the immediate supervisor and subsequently approved by the Superintendent, Director of Business Services, and Personnel Director in consultation with the school district solicitor.

Overtime will be paid as per contractual arrangements.

The payroll shall be certified by the Director of Business Services.

School Code

508, 522,

607, 624,

1155