

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: February 20, 1997

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

614. PAYROLL AUTHORIZATION	
1. Authority SC 508	<p>Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows therefrom.</p> <p>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, the method of payment, and the budget category to which the wages are to be charged.</p> <p>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, the maximum number of hours or days said employee may work under this authorization, and the budget category to which wages are to be charged.</p> <p>The Board shall record in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the nonretention 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.</p>
2. Guidelines	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of employees.</p> <p>Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Business Administrator, in consultation with the school district solicitor.</p>
3. Delegation of Responsibility	<p>Overtime can only be scheduled and paid when previously authorized by the immediate supervisor and subsequently approved by the Business Administrator.</p> <p>The payroll shall be certified by the Business Administrator.</p>