



Book	Policy Manual
Section	600 Finances
Title	Payroll Authorization
Code	614
Status	Second Reading
Adopted	August 8, 2006
Last Revised	November 10, 2015
Last Reviewed	July 14, 2015

### **Authority**

Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, position classification, and budget category to which the wages are to be charged.[4][9][10][11][12][13]

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, school or vocation assignment, and the budget category to which wages are to be charged.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.

### **Guidelines**

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

Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.

Overtime can be scheduled and paid only when authorized in advance by the immediate supervisor. District leadership shall monitor overtime on a department level basis to ensure compliance with budgetary parameters.[8]

Legal

4. Pol. 308

8. Pol. 330

9. Pol. 302

10. Pol. 304

11. Pol. 305

12. Pol. 306

13. Pol. 328

24 P.S. 1001

24 P.S. 1106

24 P.S. 1107

24 P.S. 406