

# UNITED SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: May 13, 2008

REVISED:

<p>1. Authority Pol. 302, 304, 306, 308, 328</p> <p>2. Guidelines</p> <p>Pol. 330</p>	<p style="text-align: center;">614. PAYROLL AUTHORIZATION</p> <p>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, method of payment, and budget category to which the wages are to be charged.</p> <p>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, the maximum number of hours or days an employee may work, school or vocation assignment, and budget category to which wages are to be charged.</p> <p>The minutes of Board meetings shall record all actions with regard to resignation, retirement, death 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.</p> <p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy are required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the immediate supervisor.</p> <p><u>Changes In Pay Status</u></p> <p>All changes in salary or wage rate must be approved by the Board upon recommendation of the Superintendent, and the payroll clerk must be advised in writing of all such changes.</p> <p>The payroll clerk must be notified in writing of all changes of address, names, marital status, etc., by all employees.</p>
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