

Policy No. 614

Section FINANCES

Title PAYROLL AUTHORIZATION

Adopted AUGUST 21, 1989

Revised MARCH 19, 2001

# Policy Guide

<p>1. Authority</p> <p>2. Delegation of</p>	<p style="text-align: center;"><b>POLICY NO. 614 PAYROLL AUTHORIZATION</b></p> <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; position title; salary to be paid over the term of the contract; period of employment <b>and</b> position of classification.</p> <p>The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of employees. Each such 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 and/or time sheets adequate to meet wage and hour requirements and Board policy are required of all <b>bargaining unit</b> employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Board policy, by the</p> <p style="text-align: center;">Page 1 of 2</p>	<p>SC 508</p>
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**POLICY NO. 614  
PAYROLL AUTHORIZATION**

Superintendent.

Overtime can be scheduled and paid only when *previously* authorized by the immediate supervisor and approved by the **Assistant to the Superintendent for Operations.**

School Code

508, 522, 607,  
624, 1155