POLICY NO. 614
PAYROLL AUTHORIZATION

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

2. Delegation of 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 and position of classification.

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.

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 bargaining unit employees.

Salary or wages may be withheld for unapproved time off, in accordance with Board policy, by the
POLICY NO. 614
PAYROLL AUTHORIZATION

Superintendent.

Overtime can be scheduled and paid only when previously authorized by the immediate supervisor and approved by the Director of Fiscal Services.

School Code 508, 522, 607, 624, 1155