



Section: FINANCES
Title: PAYROLL AUTHORIZATION
Adopted: August 19, 2003
Revised:

612. PAYROLL AUTHORIZATION		
<p>1. Authority</p> <p>2. Delegation of Responsibility</p>	<p>Employment of all permanent, temporary, and part-time school personnel must be approved by the Joint Operating Committee. Authorization to pay follows therefrom.</p> <p>Actions by the Joint Operating Committee to employ or 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, and the period of employment.</p> <p>Actions by the Joint Operating Committee 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, and the maximum number of hours (or days) said employee may work under this authorization.</p> <p>The Joint Operating Committee shall note 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 and the date upon which salary or wages will terminate.</p> <p>Salary or wages may be withheld by the Administrative Director for unapproved time off in accordance with Joint Operating Committee policy.</p> <p>Overtime can only be scheduled and paid when previously authorized by the immediate supervisor and subsequently approved by the Administrative Director. Daily checking procedures adequate to meet wage and hour requirements and the Joint Operating Committee's policy are required of all employees.</p> <p style="text-align: right;">School Code</p>	<p>§508</p> <p>§508</p>