

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: May 10, 2010

REVISED:

FOX CHAPEL AREA SCHOOL DISTRICT

614. PAYROLL AUTHORIZATION	
<p>1. Authority SC 406, 1106, 1107 Pol. 308</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>2. Guidelines</p> <p>Pol. 330</p>	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be 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 building principal or immediate supervisor.</p> <p>The payroll shall be certified by the Administrative Assistant for Business Affairs.</p> <p>All salaries shall be paid on the twenty-fifth (25th) of the month or the last work day preceding the twenty-fifth (25th) day of the month should that day fall on a nonwork day.</p>