

# DEER LAKES SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED:

REVISED: October 20, 2015

<b>614. PAYROLL AUTHORIZATION</b>	
<p>1. Authority Pol. 302, 304, 305, 306, 308, 328</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 shall include the name of the individual, position title, salary, period of employment, position classification and budget category to which the wages are to be charged.</p> <p>Actions by the Board to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification and budget category to which the 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. 318</p> <p>Pol. 330</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 Board policy and established procedures, by the Superintendent or designee.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the Superintendent or designee, in consultation with the immediate supervisor.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 406, 1001, 1106, 1107</p> <p>Board Policy – 302, 304, 305, 306, 308, 318, 328, 330</p>