

Section FINANCES

Title PAYROLL AUTHORIZATION

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979

Date Revised: October 30, 1989



LINE MOUNTAIN  
SCHOOL DISTRICT

Guide	614. PAYROLL AUTHORIZATION	Reference
<p>1. Authority</p> <p>2. Delegation of Responsibility</p>	<p>The 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 re-employ on a contractual basis (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 Board to employ temporary or part-time personnel (by the hour or day) shall include the name of the individual, the position title, the rate of pay, the period of time during which such authorization is valid, and the maximum number of hours or days said employe may work under this authorization.</p> <p>The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employes or the nonretention of a temporary professional employe, the date upon which salary or wages will terminate, and the position formerly held.</p> <p>Daily sign-in and sign-out procedures, adequate to meet wage and hour requirements and Board policy, are required of all employes.</p> <p>Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Business Administrator.</p> <p>Overtime can only be scheduled and paid when previously authorized by the Business Administrator.</p> <p>Overtime will be paid as follows: at time and one-half the normal hourly rate.</p> <p style="text-align: right;">School Code</p>	<p>SC 508</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p> <p>SC 508</p>
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