

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 614
SECTION: FINANCES
TITLE: **PAYROLL AUTHORIZATION**
DATE ADOPTED: NOVEMBER 1998
DATE LAST REVISED: MAY 2021

PAYROLL AUTHORIZATION

AUTHORITY

Employment of all permanent, temporary and part-time school 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.

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.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or non-retention 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.

GUIDELINES

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.

Salary or wages may be withheld for unapproved time off, in accordance established procedures, by the CEO.

Overtime can be scheduled and paid only when authorized in advance by the CEO.

The payroll shall be certified by the Board Secretary/Business Manager.

REFERENCES:

Pol. 302
Pol. 304
Pol. 305
Pol. 306
Pol. 308
Pol. 328
Pol. 330
24 P.S. 406
24 P.S. 1001
24 P.S. 1106
24 P.S. 1107