

**CHAPTER XIII**  
**CERTIFICATION OF PAYROLLS**

**13.1 INSPECTION OF PAYROLLS**

- A. **EMPLOYEE ROSTER TO BE MAINTAINED.** The Executive Officer of the Personnel Commission shall maintain employee records containing the names and complete employment records of all employees holding positions under the provisions of the Act, and such other records as are necessary for carrying out the provisions of the Act and these rules.
  
- B. **INSPECTION OF PAYROLLS.** Payroll records of the District shall be made available for inspection by the Commission or the Executive Officer upon demand. If, upon examination of a payroll at any time, it is found that any person named thereon has been appointed, elected, or employed in violation of any of the provisions of the Act or of the Rules of the Commission, notice of such violation shall be served upon the Board and the disbursing officers that said person has been paid salary or received compensation in an unlawful manner.