

Board of Trustees Douglas County School District

FINANCES

PAYROLL AUTHORIZATION

The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the Board for services rendered. This policy is to insure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered.

The Board must approve the employment of all District personnel, whether by the year, term, month, week, day, or hour, before pay may be authorized, except where prior administrative authorization is expressly permitted by Board policy.

The motion of 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. The motion of the Board to employ on a temporary basis, by the hour or day, shall include the name of the individual, the position title, and the rate of pay.

The Board shall take note in its minutes of all actions with regard to resignation, retirement, death, or discharge of employees or the non-reemployment of an employee. Such action shall include the name of the employee, the date upon which salary or wages will terminate, and the position formerly held.

The following procedures shall apply to the authorization of payrolls:

1. School bus drivers shall be required to sign in and out on a daily or shift basis in order to verify days and hours worked for payment purposes.
2. Payment for the performance of extracurricular activities shall be approved by the Assistant Superintendent for Business Services on recommendation of the appropriate principal or supervisor.
3. Wages or salary shall be withheld for unapproved time off in accordance with Board policy by action of the Assistant Superintendent for Business Services.
4. Overtime compensation can be paid classified employees only when such overtime was authorized in advance by the appropriate supervisor and subsequently approved by the Superintendent.

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5. All regular employees shall be paid twice a month on the fifteenth day and the last working day of the month. When the fifteenth day of the month falls on a weekend or holiday, employees shall be paid on the immediately preceding working day.

Reference: NRS 387.310, 391.160 et seq

Date Adopted: 8/12/80