Book	Policy Manual
Section	(G) FINANCES
Title	Policy G114 - Payroll Authorization
Code	G114
Status	Active
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Policy Number: G114
Title: Payroll Authorization Section: Finances

Employment of all permanent, temporary, and part-time school personnel must be approved by the Joint Committee. Payroll authorization follows approval of employment by the Joint Committee.
Actions by the Joint Committee to employ or re-employ on a contractual basis (i.e., 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, the period of employment and the rate of payment.
Actions by the Joint Committee to employ temporary or part-time personnel (i.e., 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.
The Joint Committee shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the non-retention of a temporary professional employee.
Daily sign-in and sign-out procedures adequate to meet wage and hour requirements will be maintained by the Administration.
The payroll shall be approved by the Business Manager.

Adopted: 3/10/82
Revised: 9/11/13