

Central Greene School District

Section FINANCESTitle PAYROLL AUTHORIZATIONCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	<p style="text-align: center;">614. PAYROLL AUTHORIZATION</p> <p>1. <u>Authority</u> Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows therefrom.</p> <p>2. <u>Delegation of Responsibility</u> Actions by the Board to employ or reemploy 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, the position classification, and the method of payment.</p> <p> Actions by the Board 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 position classification, the person authorized to request that the employee report for work, the maximum number of hours (or days) said employee may work under this authorization, and the school or vocation assignment.</p> <p> The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the nonretention of a temporary professional employee. Each such action shall include the name of the employee, 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 employees.</p> <p> Overtime can only be scheduled and paid when previously authorized by the Superintendent or the Secretary/Director of Business Affairs.</p> <p> The payroll shall be certified by the Secretary/Director of Business Affairs.</p> <p style="text-align: right;">School Code</p>	<p>§ 508</p> <p>SS 508, 522, 607, 624, 1155</p>

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