

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: AUGUST 1, 2011

FIRST READING: JULY 11, 2011

614. PAYROLL AUTHORIZATION	
1. Authority SC 1850.1	<p>Employment of all permanent, temporary and part-time personnel must be approved by the Joint Operating Committee. The Joint Operating Committee shall authorize payment of salaries to employees.</p> <p>Actions by the Joint Operating Committee to employ or re-employ on a contractual basis shall include the name of the individual, position title, salary, period of employment and position classification.</p> <p>Actions by the Joint Operating Committee to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification, period of time during which such authorization is valid.</p> <p>The minutes of Joint Operating Committee meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention 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.</p>
2. Guidelines	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Joint Operating Committee policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Joint Operating Committee policy, by the Director.</p> <p>Overtime can be scheduled and paid only when authorized in advance.</p>