

# Tyrone Area School District

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED:

REVISED:

<p>1. Authority SC 508</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">614. PAYROLL AUTHORIZATION</p> <p>Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows therefrom.</p> <p>Actions by the Board to employ or to 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, the method of payment, and the budget category to which the wages are to be charged.</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 period of time during which such authorization is valid, 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 non-retention of a temporary professional employee. Each such action shall include the name of the employee, and the date upon which salary or wages will terminate.</p> <p>Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Business Manager in consultation with the school district solicitor.</p> <p>Overtime for wage and hourly employees can only be scheduled and paid when previously authorized by the principal or administrative assistant and subsequently approved by the Superintendent.</p> <p>Overtime will be paid as follows: time and half when over 40 hours per week.</p> <p>The payroll shall be certified by the Business Administrator and Superintendent.</p>
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School Code 508, 522, 607, 624, 1155	
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