



# SCHUYLKILL VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: February 26, 2001

REVISED:

614. PAYROLL AUTHORIZATION	
<p>1. Authority SC 508</p>	<p>Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees.</p> <p>Actions by the Board to employ or to re-employ on a contractual basis shall include the name of the individual, position title, salary, and effective date and duration of employment, as applicable.</p> <p>Actions by the Board to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification, and effective date and duration of employment, as applicable.</p> <p>The minutes of Board 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>
<p>2. Delegation of Responsibility</p> <p>Pol. 530</p>	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Board policy.</p> <p>Overtime can be scheduled and paid only when authorized in advance.</p>