

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: May 12, 1987

REVISED:

<p>1. Authority SC 508</p> <p>2. Delegation of Responsibility</p> <p>School Code 508, 522, 607, 624, 1155</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 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.</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 person authorized to request that the employee report for work, the period of time during which such authorization is valid, 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.</p> <p>Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Superintendent.</p> <p>Overtime can be scheduled and paid only when previously authorized by the immediate supervisor and within budget limits.</p>
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