



Book	Policy Manual
Section	600 Finances
Title	Payroll Authorization
Code	614
Status	Second Reading
Adopted	August 8, 1985
Last Revised	September 12, 2024

Authority

Employment of all permanent, temporary, and part-time district personnel must be approved by the board. Authorization to pay follows therefrom [\[1\]](#).

Delegation of Responsibility

Actions by the board to employ or re-employ 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 and the position classification.

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, and the rate of pay.

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, the date upon which salary or wages will terminate and the position formerly held.

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and board policy are required of all employees.

Salary or wages may be withheld for unapproved time off in accordance with board policy by the Superintendent.

Overtime can only be scheduled and paid when previously authorized by the immediate supervisor and one of the following - Superintendent or Business Manager.

Legal	1. 22 PA School Code 508
	22 PA School Code 522
	22 PA School Code 607
	22 PA School Code 624
	22 PA School Code 1155