

FAIRVIEW SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: June 20, 1994

REVISED:

614. PAYROLL AUTHORIZATION	
1. Authority SC 508	<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, temporary or part-time basis shall include the name of the individual, position title, position classification, salary or rate of pay and period of employment.</p>
2. Guidelines	<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 and the position formerly held.</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 by the Superintendent.</p>
Pol. 530	<p>Overtime can only be scheduled and paid as per Board Policy 530.</p>
School Code 508, 522, 607, 624, 1155	