



Section FINANCES

Title PAYROLL AUTHORIZATION

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

614, PAYROLL AUTHORIZATION

I. Authority

Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows therefrom.

SC 508

2. Delegation of Responsibility

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, salary to be paid over the term of the contract, period of employment, and whether or not tenured in the position.

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, position title, and rate of pay.

The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employes or the non-retention of a temporary professional employe. Each such action shall include the name of the employe and the date upon which salary or wages will terminate.

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

Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Superintendent and the Business Manager.

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Overtime can only be scheduled and paid
when previously authorized by the Superintendent
or Business Manager.

School Code

SC 508, 522
607, 624, 1155

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