



BOARD POLICY

614 Payroll Authorization Draft 2

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Purpose

The Board directs that employees hired and retained by the District be paid promptly, accurately, and according to the terms under which they were approved.

Authority

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. Actions by the Board to employ staff on a contractual basis shall ~~may~~ include the name of the individual, position title, salary/position classification, and period of employment. ~~position classification, method of payment, and budget category to which the wages are to be charged.~~ [1] [2] [3] [4] [5] [6] [7] [8]

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work, school or vocation assignment, and budget category to which wages are to be charged.

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.

Guidelines

Time reporting procedures adequate to meet wage and hour requirements and Board policy **shall may** be required of **all- designated** employees **in accordance with applicable individual contracts and collective bargaining agreements.**

Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.

Overtime can be scheduled and paid only when authorized in advance by the immediate supervisor. [\[9\]](#)

The payroll shall be certified by the **Chief Financial Officer** ~~Business Manager.~~

Legal Footnotes

[1] Pol. 302 — Employment of Superintendent/Assistant Superintendent
POLICY REFERENCE

[2] Pol. 304 — Employment of Administrators
POLICY REFERENCE

[3] Pol. 304.1 — Employment of Professional Employees
POLICY REFERENCE

[4] Pol. 304.2 — Employment of Support Employees
POLICY REFERENCE

[5] Pol. 305 — Employment of Substitutes
POLICY REFERENCE

[6] Pol. 306 — Employment of Summer School Staff
POLICY REFERENCE

[7] Pol. 308 — Employment Contract/Board Resolution
POLICY REFERENCE

[8] Pol. 328 — Compensation Plans/Salary Schedules
POLICY REFERENCE

[9] Pol. 330 — Overtime
POLICY REFERENCE

Legal References

No additional references listed.