HAMBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: July 13, 2015

REVISED:

	614. PAYROLL AUTHORIZATION
1. Authority Pol. 302, 304, 305, 306, 308, 328	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 may include the name of the individual, position title, salary, period of employment, position classification, method of payment, and budget category to which the wages are to be charged. 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.
2. Guidelines	Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees. Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.
Pol. 330	Overtime can be scheduled and paid only when authorized in advance.
	References: School Code – 24 P.S. Sec. 406, 1001, 1106, 1107 Board Policy – 302, 304, 305, 306, 308, 328, 330