

# MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: May 23, 1995

REVISED:

<p>1. Authority SC 508</p> <p>2. Guidelines</p>	<p style="text-align: center;">614. PAYROLL AUTHORIZATION</p> <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 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, the position classification, and the budget category to which the wages are to be charged.</p> <p>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, the rate of pay, the position classification, the period of time during which such authorization is valid, the maximum number of hours or days said employee may work under this authorization, the school or vocation assignment, the budget category to which wages are to be charged.</p> <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>
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