SPRING-FORD AREA SCHOOL DISTRICT

SECTION: FINANCES
TITLE: PAYROLL AUTHORIZATION
ADOPTED: March 25, 1991
REVISED:

614. PAYROLL AUTHORIZATION

1. Authority
SC 508

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

2. Delegation of Responsibility

Actions by the Board to employ or to re-employ 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, the method of payment, and the budget category to which the wages are to be charged.

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

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

School Code 508, 522, 607, 624, 1155