

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
6/21/11	5510R of 7/1/83	614.1

Title: Payroll Authorization

Purpose: This policy establishes authorization to pay employees.

This document, Index No. 614.1, replaces the previous Index No. 5510R.

Policy: The School Board shall approve employment of all permanent, temporary, and part-time personnel.

The School Board shall authorize the payment of salary to employees.

Actions by the School Board to employ or re-employ personnel on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position name or title, the position classification, the salary to be paid over the term of the contract, and the period of employment.

Actions by the School Board to employ temporary or part-time personnel (i.e., by the hour or day) shall include the name of the individual, the position name or title, the position classification, the effective date of the position, and the rate of pay.

The minutes of the School Board meetings shall record all actions with regard to resignation, retirement, death, or discharge of all employees, or non-retention of a temporary employee. Each action shall include the name of the individual, the date upon which salary or wages will terminate, and name of the position formerly held.

Wages and/or salary shall be processed in accordance with the provisions of the respective collective bargaining agreements and other applicable contracts.

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy is required of all applicable employees.

The Human Resources Director, in consultation with the Solicitor, may withhold salary or wages for unapproved absences in accordance with School District contracts and agreements and in accordance with School Board policy.

Overtime may be scheduled and paid only when authorized in advance by the immediate supervisor. Overtime worked by first-level supervisors must be paid only when authorized in advance by the Business Administrator.

The school principal, or the appropriate director or first-level supervisor, shall certify the respective payroll for each pay period.

**Responsible
Administrator:** Director of Financial Services