ALLENTOWN SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: 3/21/02

REVISED:

614. PAYROLL AUTHORIZATION

1. Authority
   SC 508

Employment of all permanent, temporary, and part-time 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 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 and the position classification.

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 and the period of time during which such authorization is valid.

The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the non-retention 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.

Salary or wages may be withheld for unapproved time off or other disciplinary action, in accordance with Board policy, by the Superintendent, in consultation with the School District Solicitor.

School Code
508, 522,
607, 1155