



Book	BHASD Policies
Section	600 Finances
Title	Payroll Authorization
Number	614
Status	Active
Adopted	June 28, 2004
Last Revised	December 5, 2016
Last Reviewed	December 5, 2016

### **Authority**

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, if employee is tenured in the position, method of payment, and budget category to which the wages are to be charged.[1][2][3][4][5][6][7][8][9][10][11][12][13]

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 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 non-retention 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.

### **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 or designee.

Overtime can be scheduled and paid only when authorized in advance by the building principal or immediate supervisor.[14]

Legal

1. Pol. 302
2. Pol. 303
3. Pol. 308
4. Pol. 328
5. Pol. 404
6. Pol. 405
7. Pol. 406
8. Pol. 408
9. Pol. 428
10. Pol. 504
11. Pol. 505
12. Pol. 508
13. Pol. 528
14. Pol. 530
- [24 P.S. 406](#)
- [24 P.S. 1001](#)
- [24 P.S. 1106](#)
- [24 P.S. 1107](#)

Last Modified by Katharine Ege on January 12, 2017