

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

# CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: October 14, 2002  
REVISED: November 10, 2005  
REVIEWED: November 10, 2005

<b>#614 – PAYROLL AUTHORIZATION</b>		1
<b>1. Authority</b>	Employment of all permanent, temporary, and part-time district personnel must be approved by the board. Authorization to pay follows therefrom.	2
<b>SC 508</b>		3
<b>2. Delegation of Responsibility</b>	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 when applicable.	4
	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 period of time during which such authorization is valid and the budget category to which wages are to be charged.	5
	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.	6
<b>School Code</b>		7
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<b>624, 1155</b>		9
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