

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: MARCH 16, 2011

REVISED: MARCH 16, 2016

614. PAYROLL AUTHORIZATION	
<p>1. Authority SC 963 Pol. 302, 304, 305, 306, 308, 328</p>	<p>Employment of all permanent, temporary and part-time Intermediate Unit personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. 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, method of payment, and budget category to which the wages are to be charged.</p> <p>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 an employee may work, assignment, and budget category to which wages are to be charged.</p> <p>The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention 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.</p>
<p>2. Guidelines</p> <p>Pol. 330</p>	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with established procedures.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the building administrator or program supervisor.</p>
<p>3. Delegation of Responsibility</p>	<p>The Executive Director shall be responsible for establishing payroll procedures and the implementation of pay schedules. The disbursement of funds to employees shall be accomplished with consideration for the staff and the convenience of the Intermediate Unit.</p> <p>The payroll shall be certified by the Director of Human Resources. Payroll checks shall be signed by the Board Treasurer.</p>

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References:

School Code – 24 P.S. Sec. 963, 964

Board Policy – 302, 304, 305, 306, 308, 328, 330