CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: September 8, 2014

REVISED:

614. PAYROLL AUTHORIZATION

1. Purpose
   SC 508

Employment of all permanent, temporary and part-time personnel must be approved by the Capital Area School for the Arts Charter School Board. Authorization to pay follows therefrom.

2. Authority

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, position title, salary to be paid over the term of the contract, period of employment, the position classification, and budget category to which the wages are to be charged.

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, position, title, rate of pay, position classification, the period of time during which such authorization is valid, school assignment, and budget category to which wages are to be charged.

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.

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and board policy may be required of all employees.

3. Delegation of Responsibility

Salary or wages may be withheld for unapproved time off, in accordance with board policy, by the Principal.

Overtime can only be scheduled and paid when previously authorized by the Principal.

School Code
508, 522, 607, 624, 1155