

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: FINANCES

TITLE: Payroll Authorization

ADOPTED: April 27, 1981

REVISED:

614 PAYROLL AUTHORIZATION

Authority

Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows therefrom.

Delegation of Responsibility

Actions by the Board to employ or re-employ 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.

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.

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy are required of all employees.

Salary or wages may be withheld for unapproved time off in accordance with Board policy by the Finance Director.

Overtime can only be scheduled and paid when previously authorized by the immediate supervisor and subsequently approved by the Finance Director.

The payroll shall be certified by the building principals or appropriate directors.

Legal References:

- 1.School Code: SS 508