MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: July 1, 1991

REVISED:

614. PAYROLL AUTHORIZATION

1.Authority SC 508

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

The Executive Council shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employes or the nonretention of a temporary professional employe. Each such action shall include the name of the employe, the date upon which salary or wages will terminate and the position formerly held.

2.Delegation of Responsibility

Actions by the Executive Council 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, the position classification, the method of payment, and the budget category to which the wages are to be charged.

Actions by the Executive Council 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 position classification, the period of time during which such authorization is valid, the vocation assignment, and the budget category to which wages are to be charged.

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

School Code 508, 522, 1155 607, 624,