

SUN AREA TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: August 15, 2002

REVISED:

614. PAYROLL AUTHORIZATION	
<p>1. Authority SC 1850.1</p>	<p>Employment of all permanent, temporary and part-time personnel must be approved by the Joint Operating Committee. The Joint Operating Committee shall authorize payment of salaries to employees. Actions by the Joint Operating Committee to employ on a contractual basis shall 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 Joint Operating Committee to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification, person authorized to request the employee report for work, period of time during which such authorization is valid, the maximum number of hours or days an employee may work under this authorization, assignment, and budget category to which wages are to be charged.</p> <p>The minutes of Joint Operating Committee 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. Delegation of Responsibility</p> <p>Pol. 418, 518</p> <p>Pol. 530</p>	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Joint Operating Committee policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Joint Operating Committee policy, by the Administrative Director and Business Manager.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the Administrative Director and Business Manager.</p> <p>The payroll shall be certified by the Joint Operating Committee Secretary, Chairperson and Treasurer.</p>