

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Business and Noninstructional Operations

BP 3301

PAYROLL AUTHORIZATION

Employment of all district personnel whether by the year, term, month, week, day or hour in full-time, part-time, temporary, or substitute positions is a prerogative of the Board. When the Board so acts, authorization to pay follows.

Each motion of 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 and the position title.

Each motion of the Board to employ on a temporary basis shall include the name of the individual and the position title.

Substitute employees shall be placed on an approved list by the Board before they are assigned substitute duty by the administration, except in cases of extreme need when regular substitutes are not available. In such cases substitutes may be approved by the Superintendent or designee. Said list shall include the name of the substitute and the type of duty for which he or she may be utilized.

The Board shall take note in its minutes of all actions with regard to employee resignation, retirement, death, discharge, or the nonrenewal of a teaching staff member. Each such action shall include the name of the employee, the date upon which salary or wages will terminate and the position formerly held.

Time sheets for the foregoing are subject to approval by the principal or supervisor in order to verify days and hours worked for payment purposes.

Approval for payment in the performance of special activities is certified by the immediate supervisor.

Authorization is hereby given to withhold salary or wages for unapproved time off in accordance with Board policy by action of the Superintendent or designee.

The payroll sheet shall be certified by the Superintendent or designee on a monthly basis.

Legal References:

EDUCATION CODE

42641 Payroll orders

45160 Payroll for Classified Employees

Board Adopted: October 7, 2008