

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: October 20, 2011

REVISED:

614. PAYROLL AUTHORIZATION	
<p>1. Authority SC 1850.1 Pol. 308, 408, 508</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, 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. Guidelines</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.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the immediate supervisor in accordance with Joint Operating Committee policy.</p> <p>The payroll shall be certified by the Business Manager.</p>