

6510 PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The Board will annually approve lists of persons who may be assigned duties as substitutes. Each list will include the names of potential substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one year.

The minutes of Board meetings will record all actions of the Board regarding the resignation, retirement, death, discharge, or nonrenewal of employees. The record will include the name and position of the employee and the date upon which wages terminate.

The School Business Administrator/Board Secretary is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

All staff members will be paid two times a month, on the 15th and 30th day of the month.

The payroll journal will be certified by the Secretary and the President of the Board and approved by the Superintendent.

The Treasurer will deposit in special disbursement accounts one warrant for the net amount of the payroll and another warrant for all payroll deductions together with district matching funds and administrative charges.

N.J.S.A. 18A:17-35; 18A:19-9 et seq.

Adopted: 9 February 2004

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