

Policy Information

Series 4000 - Non-Instructional/Business Operation

Payroll Authorization

Policy # 4496, 4.96

POLICY

1995

4496

Non-Instructional/Business
Operations

SUBJECT: PAYROLL AUTHORIZATION

At the time of Board action to employ an individual, the motion to employ shall include the name of the individual, the title of the position, the certification status of the appointee, the salary to be paid for specified time and the factors involved in arriving at that salary. This Board action shall authorize the initial payroll. Adjustments to the salary shall be in accordance with either negotiated agreements or Board action.

The Executive Officer is empowered annually to approve payment of the bi-weekly payroll.

Board Approved
7/18/95

Adoption Date: 7/18/1995
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