

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: FINANCES  
Title: PAYROLL AUTHORIZATION  
Date Adopted: August 17, 1981  
Date Last Revised: August 18, 2003

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**614. PAYROLL AUTHORIZATION**

- .1 Employment of all permanent, temporary, and part-time district personnel must be approved by the Board.
- .2 Actions by the Board to employ personnel shall include the name of the individual, the position title, the rate of pay.
- .3 The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the nonretention of a temporary professional employee. Each such action shall include the name of the employee, and the date upon which salary or wages will terminate.
- .4 Overtime can only be scheduled and paid when previously authorized by the Superintendent.
- .5 The President of the Board shall be the required signature or facsimile on payroll checks.