

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: AUGUST 18, 2014

REVISED: 8500

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

614. PAYROLL AUTHORIZATION

1. Authority
SC 508

Employment of all permanent, temporary, and part-time district personnel must be approved by the Board. Authorization to pay follows there from.

2. Delegation of
Responsibility

Actions by the Board to employ or to reemploy on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the salary to be paid over the term of the contract, the period of employment, and the budget category to which the wages are to be charged.

The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the non-retention of a temporary professional employee. Each such action shall include the name of the employee, the date upon which salary or wages will terminate and the position formerly held.

Hourly employees have daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy are required of all employees.

School Code
508, 522, 607, 624,
1155

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

DEDUCTIONS FROM PAY

8500

8500.1 The Board shall deduct the appropriate amount of pay in compliance with the Public School Retirement Board.

8500.2 In compliance with Federal Income Tax Law, deductions shall be made from each salary prescribed by law.

8500.3 Each employee shall have the prescribed deductions made for Social Security payments.

8500.4 Deductions shall be made for local wage taxes which are levied by the District or by any of the municipalities within the District, whenever these taxes apply to employees.

8500.5 The following deductions may be made by the Board with the authorization of the employee - approved carriers of tax sheltered annuity, charges for catastrophic insurance, union dues, payments to credit union, *etc.*

Reviewed 6/28/01

Revised 6/19/06