

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY: Fiscal

POLICY NUMBER: 208

TITLE: Payroll

ADOPTED: August 16, 2018

REVISED:

Authority:

The board shall approve the number and nature of all permanent, temporary and part-time school personnel through the budgeting process or by subsequent board action. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff may include the name of the individual, position title, salary, period of employment.

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, and period of employment. However, board approval is not necessary for each hire, as long as the hire does not violate the existing budget. If the hire would violate the budget, the hire must be presented to the board for approval and the budget amended if necessary.

The Chief Executive Officer (CEO) shall cause notice to be given to the board of all actions with regard to resignation, retirement, death or discharge of all employees. Each action shall include the name or ID# of the employee, date upon which salary or wages will terminate, and position formerly held.

Guidelines:

The CEO shall establish daily sign-in and sign-out procedures which are adequate to meet wage and hour requirements and Board policy.

The CEO may establish procedures to withhold salary or wages for unapproved time off.

Overtime can be scheduled and paid only when authorized in advance by the immediate supervisor.

The payroll shall be certified by the Business Manager.