

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 the salary or rate of pay the person is to receive, the wage guide position from which wages are derived, and the period of time for which employment is authorized.

No person may be assigned duties as a substitute employee whose employment has not be 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, 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 employees and the date upon which wages terminate.

All personnel employed on an hourly basis are required to sign in and sign out daily in order to verify hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made. Overtime may be paid to employees, other than those exempted by state statute, only when it has been previously authorized by the Board Secretary/Business Administrator or Superintendent and subsequently approved by their supervisor.

The Superintendent is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Regular teaching staff members will be paid twice a month, on the fifteenth and thirtieth or the immediately preceding working day if either day is a nonworking day.

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:19-9 et seq.

Adopted: December 10, 1984
Renumbered: 07/12/04 (6510)