

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: October 21, 2004

REVISED: September 21, 2006

614. PAYROLL AUTHORIZATION	
1. Authority SC 1850.1 Pol. 308, 408, 508	<p>Employment of all permanent, temporary and part-time personnel must be approved by the Joint Operating Committee. The Joint Operating Committee shall authorize payment of salaries to employees. Actions by the Joint Operating Committee to employ on a contractual basis shall include the name of the individual, position title, salary, period of employment, and position classification.</p> <p>Actions by the Joint Operating Committee to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification and period of time during which such authorization is valid.</p> <p>The minutes of Joint Operating Committee meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.</p>
2. Guidelines	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Joint Operating Committee policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Joint Operating Committee policy.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the Administrative Director.</p>