1. Authority
   SC 1850.1
   Pol. 308, 408, 508

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.

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.

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.

2. Guidelines

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.

Salary or wages may be withheld for unapproved time off, in accordance with Joint
Operating Committee policy.

Overtime can be scheduled and paid only when authorized in advance by the
Administrative Director.